

Medford United Methodist Church Policy Statement for Building or Equipment Use

The primary purpose of the Medford United Methodist Church building and its equipment is to carry out the ministries of the local church. The church programs are the top priority when it comes to the use of the church facility and equipment. However, it's important to expand our outreach into the community by allowing the use of our equipment and facilities in appropriate ways.

General Provisions

Facility use activities fall under the jurisdiction of the Board of Trustees. Prior to committing facilities or equipment for use, a Building Use Request Form must be completed and signed by the requester and approval is signified with the signatures of a Pastor, Trustee Designee, and in some cases, the Kitchen Manager and/or Music Director and/or AV Manager. In general, the Building Use Request Form should be submitted at least 14 days in advance of the requested use to allow for appropriate approvals.

In general, requests will be honored on a first-come, first-serve basis according to the date the Building Use Request Form is received by the church office. Priorities for use are as follows:

1. Church program/ministries.
2. Non-profit groups supported by the church or led by a church member.
3. Other non-profit groups.
4. For-profit groups led by a church member.
5. Other for-profit groups.

In order to be approved, the use must be consistent with the mission and social principles of the church.

An organization can be approved for multiple routine uses utilizing one Building Use Request Form. Example - Weekly/monthly/quarterly meetings at a fixed day/time. An organization can also be approved for multiple uses where dates are to be determined in the future based on facility availability. In all cases, a new Building Use Request Form will be required every 12 months.

Approval of the use of the facility or equipment does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities or equipment must not advertise the event in such a way as to imply endorsement by Medford United Methodist Church.

The church reserves the right to preempt any facility use in cases of emergencies as determined by the Pastor and the Trustee Designee. Notification to the affected entity will be made as soon as practicable.

Procedure for Approval for Building or Equipment Use *

1. Building Use Form is completed and signed and submitted to the church office by the requestor.
2. Church secretary checks the church calendar to determine if facility is available. If it is, proceed to step 3. If it's not, church secretary notifies requestor.

3. Pastor and Trustee Designee determine if the use is appropriate for the church. If it is, proceed to step 4. If it's not, church secretary notifies requester. If requester appeals, proceed to step 5.
4. Obtain appropriate signatures on Building Use Form. If the kitchen is going to be used, Kitchen Manager must sign the form. If A/V equipment is going to be used, a designee from the A/V team must sign the form. If the music equipment is going to be used, the Music Director must sign the form. Church secretary adds event to church calendar. Requester is notified. Church secretary collects the Certificate of Insurance or Hold Harmless Agreement. Trustee designee shares event with Board of Trustees via email or at their next meeting. Skip step 5.
5. Board of trustees consider request. If approved by the full Board of Trustees, church secretary adds event to the church calendar. The requestor is notified of the outcome of the appeal.

*See flowchart on page 4.

Liability

Repair or replacement for any damage to the facility or equipment is the responsibility of the group or individual. In addition:

- A. **Organizations** – Organizations must have a general liability insurance policy with at least \$1,000,000 per occurrence and a \$3,000,000 aggregate limit of liability coverage and medical coverage with at least \$5000 limit per person. The Medford United Methodist Church must be named as an “additional insured” on the Certificate of Liability Coverage Certificate provided.
- B. **Individuals** – Individuals not associated with an organization shall sign a “Hold Harmless/Indemnification Agreement” provided by Medford United Methodist Church.

Reimbursements/Donations

Reimbursements for facility usage are outlined below for non-members of the church. Non profits and members are asked to make a donation. The Board of Trustees may reduce or waive reimbursement requirements upon request. At least 30 days' notice must be given for reduction/elimination to be considered.

Area	Reimbursement**	Deposit
Bowker Hall/Annex	\$100/3 hours - \$25 for each additional hour	\$50
Bowker Hall with Kitchen	\$175/3 hours - \$50 for each additional hour	\$100
Classroom (105/6,203L/R)	\$50/3 hours - \$10 for each additional hour	\$50
FLC	\$300/3 hours - \$50 for each additional hour Add \$75 if kitchen use is desired	\$100
Other areas	Suitable donation based on activity.	TBD

** Reimbursement amounts are subject to change.

General Rules

1. Children and youth under the age of 18 must be supervised at all times by at least 2 adults.
2. No smoking anywhere in the building.
3. No alcoholic beverages on the church property.
4. No games of chance on the church property.
5. Use only the rooms you have been approved to use.
6. Be punctual when arriving and leaving from your function.
7. Be responsible with your utility use. Turn off lights if they are not needed, etc.
8. Equipment may not be removed from the church facility without prior approval.
9. Paper products (plates, napkins, cups, plastic ware, etc.) must be provided by the group or individual.
10. Use of the church's pianos, keyboard, or organ is permitted only under the supervision of the Music Director.
11. Use of the church's A/V equipment is permitted only with supervision of designated A/V personnel. An additional charge may apply.
12. Training is required for kitchen use. Use of sports equipment is not available unless supervised by a qualified church member. An additional charge may apply.
13. No nails, screws, tape, staples or markers of any kind may be used on any walls of the building.
14. Leave all areas cleaner than you found them. Take all trash to the outside dumpster.
15. Please make sure you lock any door(s) you have unlocked before you leave
16. Please return all tables/chairs/equipment to their original location. This includes any approved use of kitchenware. Deposit will be returned when all keys and property are returned.

NOTE: Saturday use of the FLC will require set up of chairs according to provided chart. Failure to complete set up will result in loss of deposit.

Building Use Request Approval Procedure

