

FACILITY USE POLICY

CROOKS MEMORIAL UNITED METHODIST CHURCH

Board of Trustees

December 2006

CROOKS MEMORIAL UNITED METHODIST CHURCH

FACILITY USE POLICY

OVERVIEW

The Board of Trustees of Crooks Memorial United Methodist Church (CMUMC) is charged with the responsibility for the care, upkeep, and conditions for the use of its property at 204 Cook Road, Yorktown, Virginia. The church property and facilities are designed for functions of CMUMC and its members. Occasional use by other religious, charitable, cultural, educational or character building organizations will be considered. It is the wish of the Church that its buildings and facilities be utilized as fully as possible for ministry and assistance to the community, while not creating a financial burden on the church members. Therefore, this Building Use Policy has been developed as a plan for the use and care of our facilities. Six categories of users of the buildings or equipment are identified.

The six categories are:

1. **Church Organizations:** Those organizations and classes which are a part of the on-going operation of the church (i.e. United Methodist Men and Women). First Priority.
2. **Church-Sponsored Organizations:** Those groups which operate under the sponsorship of CMUMC and whose leadership is at least in part responsible to CMUMC(i.e. Scouting). Second Priority.
3. **Individuals - CMUMC Members:** The member shall supervise/coordinate adherence to Building Use Policy, including clean-up. Third Priority.
4. **Non-Profit, Community Organizations:** Civic or service organizations that are considered by the Trustees to be of service to the community (i.e. Scouting troops, Pre-School, County Extension Service). Fourth Priority.
5. **Individuals - Non CMUMC Members when sponsored by a member or pastor of CMUMC:** The sponsor shall co-sign application, be present at the function and supervise/coordinate adherence to Building Use Policy including clean-up. Fifth Priority.
6. **For Profit Organizations:** Organizations and services which are run for profit (i.e. Weight Watchers). Last Priority.

All requests for facility and/or equipment use require completion and submittal of the appropriate application form(s). These are available through the church office. They must be submitted to the Trustees (or their designated representative) for approval. Conflicting applications of the same priority shall yield to the earliest application date. The church Administrative Assistant or a CMUMC Trustee will notify the applicant of approval or disapproval.

GENERAL INFORMATION

SCHEDULE

A schedule of events will be kept by the Administrative Assistant. No event will be approved by the Trustees or the Minister prior to checking this schedule. All event dates, times and space requirements may be preempted for a CMUMC function up until thirty (30) calendar days prior to the event, at which time the reservation may be considered firm (barring emergencies). In case of such preemption, an alternate date, time and space will be offered.

LIABILITY FOR PERSONAL INJURY OR LOSS

CMUMC maintains a liability insurance policy. Non-church sponsored organizations which use the church regularly will be required to have adequate liability insurance coverage (unless the Trustees wave this requirement).

CARE OF PROPERTY

Only the area/space/equipment requested and approved may be used. Each applicant and organization shall assume the responsibility for proper use and care of the property and facilities. The applicant and organization will be responsible for leaving the premises in the same condition as found. After the conclusion of each event, a CMUMC designated representative will inspect the facilities after the conclusion of each event, and any damages will be reported to the Trustees. The Trustees will contact the user organization, itemizing any detected damages or losses. The cost will be deducted from the security deposit and any additional charges billed to the user or organization. Normal wear and tear shall not be considered as damage.

FEES AND SECURITY DEPOSITS

Separate custodial charges are assessed as required depending on the event and facilities used. A Security deposit is required for non-members and the deposit is due when the event is scheduled. All fees must be paid to CMUMC and received by the church office ten (10) days prior to the scheduled event. Any portion of a fee may be waived by approval of the Board of Trustees, and/or at the discretion of the pastor. Fee schedules are itemized in Appendix IV-A, IV-B, and VI. Security deposits are refundable following inspection by a church official.

REGULATIONS

All applications must be approved in writing prior to occupying church property. Approval or disapproval shall consist of a copy of the application marked approved or disapproved and signed by a CMUMC Trustee (or designated representative).

RESTRICTIONS

We are seeking to maintain a smoke-free environment; therefore smoking is not permitted on church property.

Drugs and/or alcohol may not be possessed or consumed on the Church premises.

Priority of use of space and facilities of the Church are reserved for Church functions, such as worship services, weddings, funerals, and meetings of official boards and councils. It may, therefore, become necessary to reschedule use of the space and facilities designated in the Agreement in order to accommodate Church needs. If use of the space is rescheduled for these purposes, there will be advance consultation with users, and every effort will be made to meet the user's requirements with alternative space in the Church.

POLICY FOR CONTINUING USE

Applications for continuing use of designated areas and/or facilities of CMUMC by non-church organizations will be handled as follows:

A representative of the Organization must submit a written request (application form) to the Trustees for consideration and action. This representative shall handle all communications between the Organization and the Trustees. In order to understand the special requirements of both CMUMC and the Organization, a meeting will be scheduled to discuss the application in detail and to negotiate terms for an agreement (additional meetings may be required to complete this process). If an agreement is reached and it is approved by the Board of Trustees, a contract will be drawn up and presented to the Organization for its consideration. The contract must be approved and signed by the representative of each party before the Organization can begin to use the space or facilities of CMUMC.

APPLICATION FORMS

The following application forms are available from the Administrative Assistant:

Forms I, II, IV or VI - Request for **one-time** use of CMUMC space, facilities, or equipment.

Form III or V - Request for **continuing** use of CMUMC space, facilities, or equipment.

APPENDIX I

USE OF SANCTUARY, FELLOWSHIP HALL, OR CLASSROOMS INSTRUCTIONS TO ALL CMUMC DESIGNATED TRUSTEE REPRESENTATIVES

- 1. Key(s):** A building key may be secured from the church office during the hours **9:00 AM. - 3:00 PM, Tuesday, Wednesday, Thursday and Friday**, prior to use of the building. The key shall be returned to the office within 2 days after the event. Continuing users may be assigned a key. Those temporarily assigned a key will sign a receipt. Lost keys will carry a charge to be determined by the Property Committee. No keys are to be copied.
- 2. Building Security:** Lock all windows and doors and turn out the lights when leaving the area(s) you are using. The leader of the group using the facilities is responsible for making sure all doors are locked and lights are off. **Note:** A single light in each hall is always burning, and the exterior floodlights are on an automatic timer.
- 3. Heating and Air Conditioning:** The temperature in the sanctuary is regulated automatically. If you are required to modify the setting, you should receive instructions from a Property Committee representative. There are other thermostats for the Fellowship Hall and the Classroom areas.
- 4. Building Clean-up:** The leader of the group is responsible for making sure all spaces used during the function are cleaned.

APPENDIX II

USE OF THE CMUMC PICNIC AREA

Groups using the Church picnic area must be properly supervised. Any damages to CMUMC property shall be reimbursed by the using group. The following regulations apply.

1. Picnicking is permitted on the grass at the rear of the church and in the grove.
2. Fires are restricted to York County code regulations. Any fire will be restricted to the fireplace
or other device to contain the fire (grill, etc.).
3. No alcoholic beverages or other controlled substances are allowed.
4. No smoking on church property.
5. The CMUMC property shall be vacated by 10:00 PM.
6. The premises must be left clean with all trash in containers and trash bin.

APPENDIX III

USE OF CMUMC EQUIPMENT

CMUMC equipment may be used on the church premises if requested in the application and approved by the Trustees.

The use of CMUMC equipment away from the church is highly discouraged. Qualifying groups that wish to use church equipment away from the church must complete an application requesting use of the specified equipment. The Trustees may require a security deposit which will be refunded upon return of the equipment in the same condition as when it left. Equipment borrowed from the church must be itemized by a representative of CMUMC and signed for before it can be removed. Upon return, the equipment must be inspected and signed for by the same representative of CMUMC who checked it out. Any damage incurred above the amount of the security deposit will be the responsibility of the borrower.

User categories 1, 2, 3 and 4 are the only users who are eligible to remove property from the church premises. Non-church member individuals (category 5) and for profit organizations (category 6) are not permitted to use church equipment away from the church property.

Special arrangements must be made with the organist for other individuals to use the organ, or chancel piano in the sanctuary. The user shall not move this equipment from its normal location without special permission of the organist and the Trustees. Use of the PA system must first be approved by the AV coordinator.

APPENDIX IV

CMUMC POLICY FOR WEDDINGS

- **It should be remembered that a church wedding is a service of worship and consecration; a religious ceremony, and all preparations should be made with this in mind.** Your wedding is a very special event and will be treated with the dignity and reverence that such a worship service deserves. The church can be made as festive and beautiful as is possible to make it, but it should keep the atmosphere of a church - a House of Worship. As in all church decorating, everything should be arranged to direct the attention toward the cross.
- **The church organist** must provide music for your wedding and the Pastor of CMUMC must officiate at the service for non-members. Any change must be approved by the Pastor.
- **A catering service** for your reception may be available from members of our United Methodist Women (UMW). Contact the Administrative Assistant for details and the United Methodist Women's point of contact.
- **Fee Schedule** is at Appendix IV-A (for members) or Appendix IV-B (for non-members).

THE FOLLOWING RULES SHALL BE OBSERVED:

- **Photography:** See Appendix IV-C
- **Music:** All music for wedding ceremonies at Crooks Memorial United Methodist Church must be approved by the Minister and the Organist. In addition, it is strongly recommended that the lyrics of any music be based on Biblical Scripture. (See also Appendix IV-A or IV-B).
- Lighted candles may be used during the ceremony. Candelabra(s) may be used and can be obtained from your choice of florist. Plastic must be used under candles to protect carpet and other furnishings.
- The flowers, palms, and candelabra(s) should be carefully placed so that the communion table, cross, or pulpit are not hidden. Every precaution should also be taken to prevent damage to the carpet, particularly when setting potted palms or other plants on the carpet.
- Mats will be placed under all containers to prevent water damage to the carpet or other surfaces.
- No decorations are to be placed on the communion table other than the regular ornaments.
- Do not use greenery or decorations on any of the kneeling rails.
- Do not use thumb tacks, scotch tape, staples, or plastic clips without padding, or any other devices that would mar or damage surfaces in the sanctuary.
- Care should be taken that no decorations are in the way of the Minister's entrance.

- Rice, birdseed and bubbles will not be used inside or outside the building. Bubbles or birdseed can be used outside of the church building but bubbles are preferred.
- No alcoholic beverages or other controlled substances are permitted. No smoking is allowed on the premises.
- No boutonniere should be provided for the Minister.

CROOKS MEMORIAL UNITED METHODIST CHURCH

204 Cook Road

Yorktown, VA 23690

Telephone (757) 898-6702

E-mail: crooksumc.org@verizon.net

FAX 757-898-7149

**APPENDIX IV-A
WEDDING FEES- MEMBERS**

Your checks for the following costs should be placed in separate envelopes, clearly marked and given to the minister one week prior to the wedding.

Minister: It is customary for the groom to give the officiating minister an honorarium.

**- Check should be made payable to
Dr. Paul Phillips (757) 898-6258**

Organist: **\$150** - Special circumstances which require unusual organist support should be coordinated and discussed separately with the organist.

**- Check should be made payable to
Janet Giffin (757) 345-5209**

**Soloist - Vocal
or Instrumental:** Selected by and paid for by the wedding party.

Wedding Coordinator: \$125 - **Check should be made payable to
Edith Lumpkin (757) 898-1513**

Custodian: **\$ 75** - Cleaning of Sanctuary and Parlor
\$ 75 - Cleaning of Fellowship Hall (if used for reception)
**- Check should be made payable to
Gloria Sedgwick (757) 898-4358**

All music for wedding ceremonies at Crooks Memorial United Methodist Church must be approved by the minister and the organist. In addition, it is strongly recommended that the lyrics of any music be based on Biblical Scripture.

**CROOKS MEMORIAL UNITED METHODIST CHURCH
204 Cook Road
Yorktown, VA 23690
Telephone (757) 898-6702
E-mail: crooksumc.org@verizon.net
FAX 757-898-7149**

**APPENDIX IV-B
WEDDING FEES - NON-MEMBERS**

A deposit of \$100 is required to reserve a date on the church calendar and will be refunded within 7 days after the wedding.

Your checks for the following costs should be placed in separate envelopes, clearly marked, and given to the Administrative Assistant **10 days prior to the wedding.**

- Minister:** \$300 - Check should be made payable to
Dr. Paul Phillips (757-898-6258)
- Organist:** \$200 - Special circumstances which require unusual organist support should be coordinated and discussed separately with the organist.
- Check should be made payable to **Janet Giffin (757) 345-5209**
- Soloist - Vocal or Instrumental:** Selected by and paid for by the wedding party.
- Wedding Coordinator:** \$200 - Check should be made payable to
Edith Lumpkin (757) 898-1513
- Custodian:** \$150 - Cleaning of Sanctuary and Parlor
\$ 75 - Cleaning of Fellowship Hall
- Check should be made payable to
Gloria Sedgwick (757) 898-4358
- Sanctuary Fee:** \$300 - Check should be made payable to
Crooks Memorial UMC
- Fellowship Hall:** \$200 - Check should be made payable to
Crooks Memorial UMC
- Kitchen:** \$100 - Check should be made payable to
Crooks Memorial UMC

All music for the wedding ceremonies at Crooks Memorial United Methodist Church must be approved by the minister and the organist. In addition, it is strongly recommended that the lyrics of any music shall be based on Biblical Scripture.

APPENDIX IV-C

INSTRUCTIONS FOR PHOTOGRAPHERS AT CROOKS MEMORIAL UNITED METHODIST CHURCH

- We regard the wedding ceremony as a time of worship and the exchange of sacred vows. Therefore, we ask that **NO** pictures be taken during the ceremony.
- Photographs may be taken of the bridal party as they start down the aisle. The photographer must be behind all occupied pews and not in the aisle. Pictures which the bridal party desires may be posed after the wedding ceremony. Any pictures which include the minister must be taken first.
- A stationary video camera may be set up behind the pulpit at the discretion of the Minister. It is to be started 20 minutes before the ceremony.
- Any photographs taken of the bridal party in the sanctuary prior to the start of the wedding must be completed, and all photo equipment must be removed from the sanctuary at least 45 minutes prior to the set time for the wedding to begin.
- We appreciate your cooperation in making this day a time of sacred remembrance.

CROOKS MEMORIAL UNITED METHODIST CHURCH

APPENDIX V

CMUMC POLICY FOR FUNERALS

- Care must be taken to protect the carpet and other furnishings from any damage due to flowers or other decorations. Plastic should be used to prevent water or dampness from staining the carpet.

- Contributions may be made to the church in lieu of flowers. Undesignated Memorial Gifts will be acknowledged by the church and names of donors given to the family. Designated Memorial Gifts must be approved by the Board of Trustees. Gifts will be acknowledged.

- Typical Designated Gifts are:
 - Organ Fund
 - Debt Retirement
 - Children's Playground Equipment
 - Building Fund
 - Missions

CROOKS MEMORIAL UNITED METHODIST CHURCH

WEDDING COORDINATOR DUTIES

1. Open church for florist to decorate.
2. Put candles and globes in windows, if requested.
3. Open church for bride and her bridal party whenever she desires to get dressed for wedding.
4. Turn on heat/air-conditioning.
5. Turn off heat/air -conditioning.
6. Remove candles from windows and remove all candelabra after wedding and store away.
7. Tidy up sanctuary, parlor and any other areas used by the wedding party.
8. Lock the church after the wedding.
9. Act as Mistress of Ceremonies, if needed.
10. Be sure that the wedding starts on time.
11. Responsible for the care of the church at all times.
12. Be at the church at all times whenever someone wants to come during the rehearsal and the day of the wedding.
13. Be sure that the narthex is neat for the wedding.
14. Change paraments to correct color for Sunday's worship service.

CROOKS MEMORIAL UNITED METHODIST CHURCH

APPENDIX VI

Building Use Policy

Schedule of Fees and Deposits for Non-Members

	FEE	FEE	FEE
USER CATEGORY	NON-PROFIT ORGANIZATIONS	SPONSORED NON-MEMBERS	FOR PROFIT ORGANIZATIONS
Sanctuary	Donation	\$200	Negotiable
Education Building	Donation	\$200	Negotiable
Fellowship Hall	Donation	\$200	Negotiable
Fellowship Hall with Kitchen	Donation	\$300	Negotiable
Custodian		\$150	

WEDDING FEES - See Appendix IV-A or IV-B