

ATLANTIC UNITED METHODIST CHURCH

BUILDING USE POLICY and Related Documents

Affirmed approved by Administrative Council on

May 4, 2014 _____

Gary German, Administrative Council Chairman

Affirmed approved revision by Administrative Council on

October 7, 2014

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Gary German, Administrative Council Chairman

Signature, Administrative Council Chairman

Summary of Documents: Building Use Policy, Facility Use Fees, Building Use Agreement/Rental Request Form, Church Building Check List, Safe Sanctuaries Agreement

ATLANTIC UNITED METHODIST CHURCH

BUILDING USE POLICY

INTRODUCTION

Atlantic United Methodist Church (AUMC) is a busy place! We are proud of our heritage and beautiful building and grounds that are entrusted to us. We welcome the opportunity for our facilities to be used by our church family and our community. We appreciate your cooperation to ensure the safe and efficient use of our building and grounds.

STEPS TO FACILITATE SCHEDULING

- Complete a **Room Use Agreement (Addendum I)** form. A form is included with this document or you may obtain one from the church office. Category 3 groups may schedule events no more than six months in advance.
- Attach any additional information you think might be useful in helping to determine if we can accommodate your group.
- Return the **Room Use Agreement** form to the church office. The form will be reviewed by a designated member of the trustees, the pastor and church staff. You will be notified within four weeks of approval. After approval, applicable fees are payable to the church office at least one week prior to the event.
- In event of a funeral, request will be handled expeditiously.

SCHEDULING PRIORITIES

Category 1	AUMC activities and programs AUMC groups, committee functions, events Individual member use - weddings, anniversaries, funerals, etc.
Category 2	Church mission oriented groups and organizations (Groups that help others)
Category 3	Outside individuals/organizations groups

FACILITY USE FEES - ADDENDUM II

Fees are broken down into two categories

- **Facilities use** - basic rental charges for the area of usage
- **Impact fees** – charged at the discretion of the church staff/leadership, taking into account factors such as setup requirements, number of participants, use of any special equipment, etc.

No facility use fees will be charged for Category 1 and Category 2 use. However, the Church has the discretion for charging an impact fee to Category 1, 2 or 3.

Impact fees may be charged for Category 1 use depending on the nature of the event.

Fifty-percent (50%) of fee due at time of application balance due two weeks prior to event.

RULES AND REGULATIONS FOR USE OF AUMC FACILITIES

ALCOHOL AND DRUG POLICY

The serving, consumption or use of alcoholic beverages, marijuana, narcotics or drugs will not be permitted on church property, including the outdoor areas and parking lot.

AUDIO VISUAL AND SOUND EQUIPMENT

Audio visual, sound equipment and musical instruments that are the property of AUMC may NOT be used unless approved prior to the event. Use of these items requires involvement of AUMC technician. Setup and use of any musical instrument must be approved by the Director of Music.

BREAKAGE

All persons and/or groups using the facilities are expected to exercise reasonable care and judgment in order to prevent defacement, damage, or breakage. The persons signing the application for us shall be responsible for paying costs incurred by the church in cleaning, repairs, or replacing any part of the building or its furnishings and equipment which in the judgment of the church leadership has been carelessly or irresponsibly subjected to more than normal use by the persons or group involved. Any damage to the building, equipment or premise is to be reported to the church office immediately. If damages occur and are not reported the organization/group will be assessed for repair or replacement cost.

BUILDING KEYS

If it is necessary for a group to have a church key card to the building, the group representative will have to acquire the key card from the church office. The key card is to be returned to the church office after completion of the event, on the day of the event. If the key card is not returned to the church, the group representative will be billed \$25.

Please note the key card is programmed to give access for only the specific times requested by your organization.

DECORATIONS

All event decorations will be reviewed and approved by the church staff prior to the scheduled event. All approved decorations must be removed immediately following the event.

EVENT STARTING AND ENDING TIMES

Events must start no earlier than 8am and end no later than 10pm unless otherwise approved.

EXTERIOR DOORS AND SECURITY

Do not prop open exterior doors. Security of all people using our facilities is an utmost priority. Please pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

FACILITY USE REQUIREMENTS

Meetings and activities must be confined to the areas of the church as scheduled.

When the event is concluded and before leaving the church, please follow the *Church Building Check List (Addendum III)*, included with this packet. If church office is not open, place document under door prior to leaving building. **NOTE:** The person who signs the *Room Use Agreement* is responsible for the group and shall ensure proper cleanup and security of the building.

FIRE AND EMERGENCY

If you have an emergency call 911 and advise the operator you are the Atlantic United Methodist Church on 4th Street in Ocean City, MD

If there is a fire, exit the building via the closest accessible Exit Door. Again, notify 911.

KITCHEN USE

Use of the kitchen must be reviewed and approved by the church staff. Prior to use, the person signing the *Room Use Agreement* or designated representative must meet with a representative of the AUMC Food Ministry committee to review policy and use of the church kitchen. Without this meeting, use of the kitchen is denied.

If use of the kitchen stove is requested, Building Use Applicant must be trained on proper stove usage by a qualified representative of the AUMC Food Ministry Team. On the day(s) of the event, a Food Ministry Team representative may be onsite at the discretion of the Trustees.

The person meeting the Food Ministry representative will be responsible for cleaning up after the event. The kitchen must be left clean and orderly after use to avoid an additional fee. Clean up includes:

- All utensils and equipment cleaned, sanitized and returned to proper storage areas
- Coffee makers, stove ovens – turned off
- All counters and appliances wiped clean and sanitized
- Floors swept and any spills cleaned
- Trash bagged and placed in outside dumpsters.
- Leftover food must be removed from the kitchen unless otherwise approved.

An additional cleaning deposit of \$150 for rental of kitchen facilities must be made prior to use. The deposit will be refunded upon inspection for cleanliness by the Food Ministry Coordinator or designee within 24 hours of the event.

PARKING

Parking is at a premium in Ocean City. If your event falls during times when other events are occurring at AUMC (Example: during hours of the church Thrift Shop), unless approved by AUMC in advance of your event, please do not park in the church parking lot. Event parking is available at the Ocean City parking lots on 4th Street. City parking laws apply. Contact City Hall for details.

ROOM SETUP

Table and chair setup is the responsibility of the group, unless otherwise arranged in advance. After completion of the event, the tables and chairs must be returned as they were found.

SAFE SANCTUARY REQUIREMENTS

Adherence to AUMC's *Safe Sanctuary Policy and Procedures* is required for all meetings and activities. Guidelines are available in the church office. A signed Addendum IV acknowledging receipt of these guidelines must be included with your application.

SMOKING

NO SMOKING is permitted inside the church.

STORAGE

There is no storage available for non AUMC members or groups

ADDENDUM I

ATLANTIC UNITED METHODIST CHURCH

**105 Fourth Street
Ocean City MD 21842
Phone: 410 289 7430**

FAX: 410 289 8175

Email: atlanticumc@atlanticumc.org

Website: www.atlanticumc.org

ROOM USE AGREEMENT/RENTAL REQUEST FORM

A. Applicant information:

Name of contact person _____

Name of organization _____

Address: _____

Telephone: _____

Email address _____

On behalf of the applicant, the undersigned agrees to have read the attached regulations concerning the use of the Atlantic United Methodist Church facilities and agree to assume the responsibility for the observance of said regulations.

Signature _____

Date: _____

B. Event Information:

Date(s): _____

Time(s): From: _____ AM/PM To: _____ AM/PM

Space Requested:

- Sanctuary
- Chapel
- John Tilghman Fellowship Hall
- Meeting Room
- Youth Lounge
- Church School Room(s)
- Kitchen
- Nursery

Type of event:

- Wedding
- Funeral
- Meeting
- Reception
- Musical event
- Other (please specify) _____

Approximate attendance _____

Food/Refreshments (please specify) _____

Kitchen Requirements (please specify) _____

Parking Requests (please specify) _____

C. Other Information:

ACTION: / / Approved / / Disapproved

FEES DUE: _____

Approving AUMC Trustee: _____

Date: _____

ADDENDUM II
ATLANTIC UNITED METHODIST CHURCH
FACILITY USE FEES

- Category 1 AUMC activities and programs**
AUMC groups, committee functions, events
Individual member use - weddings, anniversaries, funerals, etc.
- Category 2 Church mission oriented groups and organizations**
- Category 3 Outside individuals/organizations groups**

	Category 1 & 2	Category 3
Sanctuary	No charge	\$50/hour
Chapel	No charge	\$10/hour
Fellowship Hall	No charge	\$50/hour
Kitchen	No charge	\$10/hour
Kitchen – Cleaning deposit	No charge	\$150.00
Meeting Room	No charge	\$10/hour
Youth Lounge	No charge	\$10/hour
Church School Room(s)	No Charge	\$10/hour
Nursery	No Charge	\$10/hour

IMPACT FEES

Custodian	\$125.00 for the first two hours; \$25.00 for each additional hour. Applies to members and non members.
Organist – Wedding – Funeral	\$125.00 for weddings; \$100.00 for funerals
Musician – organist, guitarist, vocalist	\$150.00
AVT Technician	\$50.00 per event
Coffee- Setup	Discretion of church
Food	Discretion of church

ADDENDUM III

ATLANTIC UNITED METHODIST CHURCH

CHURCH BUILDING CHECK LIST (at completion of event)

__ Turn off all lights

__ Check Bathrooms (stalls, sinks, close and lock windows)

__ Turn off coffee pots (empty and rinse pots, empty out filter)

__ Remove all garbage/trash and place in dumpster

__ Secure all doors

__ Other (example: Kitchen, Nursery)

Comments: _____

Signature: (lead person using the facility) _____

Date: _____

Signature: (AUMC Host) _____ **Date:** _____

Place completed form in church office (under door if locked)

ADDENDUM IV

ATLANTIC UNITED METHODIST CHURCH

SAFE SANCTUARIES POLICY

I (we) have received a copy of Atlantic United Methodist Church's Safe Sanctuaries Policy, which provides requirements for protecting children and youth from abuse while they are in the church building.

I (we) agree to abide by these requirements.

If your organization has a similar policy in place, I (we) will ensure that it meets the basic requirements of the church's Safe Sanctuaries Policy, and we will follow the requirements of our policy while in the building.

Signature: _____ Date: _____