

**MT. PISGAH UNITED METHODIST CHURCH
FACILITY USE POLICY**

Revised March 2021

1. The Mt. Pisgah (MPUMC) Board of Trustees has overall responsibility for usage and maintenance of all church facilities.
2. The facilities of MPUMC are for the use of the church membership. Some community groups (i.e. Scouts) can have use of the facilities at no charge, as approved by the Trustees. The facilities are not to be used to run a for-profit business.
3. Sale of merchandise on church property is prohibited unless approved in advance by the Trustees.
4. There will be no alcohol or controlled substances allowed on church property. No smoking or use of any kind of tobacco products is permitted inside the facilities. Smoking is allowed outside only, in the areas designated by the Trustees, away from entrance doors.
5. No pets are allowed in the church buildings, with the exception of service animals.
6. Church events take priority over any non-church event. All requests for usage of the facilities are to be made by calling the church office. (All reservations are documented on a master calendar).
7. Fees for the KITCHEN / FELLOWSHIP HALL: There will be no charge for church-related programming (youth events, Vacation Bible School, community luncheons, etc.) Fees listed below apply to both member and non-member functions that are non-church related. An **APPLICATION FOR FACILITY USE** form must be signed prior to the event. All fees are payable when the APPLICATION FORM is signed.
 - \$25 base fee is required to reserve the use of the KITCHEN / FELLOWSHIP HALL. This fee includes the set-up/breakdown of up to 25 chairs/tables, if needed
 - \$50 fee is required for set-up/breakdown of 26-100 chairs/tables
 - \$75 fee is required for set-up/breakdown of over 100 chairs/tables
 - Use of church china/plates/flatware requires prior reservation and requires use of dishwasher for clean-up. (See details of fees/operation of dishwasher on APPLICATION FOR FACILITY USE)
 - The church office can provide a list of trained/approved A/V operators.
 - Use of church table linens requires prior reservation, and a fee is assessed for use and professional cleaning. (See details of fees on APPLICATION FOR FACILITY USE)
8. A/V equipment is available but must be operated by a trained, church-approved person. The fee for use of the A/V equipment will be negotiated by the Event Leader, and paid directly to the operator. **The church office can provide a list of trained/approved A/V operators.**

9. Use of musical instruments is NOT PERMITTED unless specifically approved by the Director of Music.
10. The person or group using any area of MPUMC is responsible for basic cleaning and securing of all doors. If it is determined by the Trustees that additional clean-up is necessary, the user agrees to pay the fee for this service. ****See KITCHEN GUIDELINES CHECKLIST** posted in the kitchen for specifics regarding cleaning of this area.**
11. The SAFE SANCTUARY POLICY shall be followed at all times. (See policy posted on MPUMC website). Events involving children/youth must be properly supervised. Two or more adults must accompany children and/or youth at all times.
12. Any decorations, educational material, or promotional material can be attached to tables by masking tape, mounted on bulletin boards, or be free-standing/on easels. Similar literature used in classrooms on walls must be attached by using a non-damaging adhesive product. No GLITTER or CONFETTI is allowed.
13. Only the space, equipment and/or goods specified at the time of reservation shall be used during the specified event. Access to other storage spaces or rooms is prohibited.
- 14. The RETRACTABLE WALL dividing the Gathering Space may only be opened/closed by a trained/approved person. DO NOT REPOSITION the wall without supervision.**
15. Groups agree to release MPUMC, its members and employees from any and all claims, demands, actions, losses, or expenses of any kind arising from the use of the church facilities or equipment.
16. Groups agree to reimburse MPUMC for full replacement or repair-cost of any kind, and all damages or loss to its facilities, equipment, or property arising from use by the group. ALL DAMAGES or items needing repair must be reported immediately. MPUMC is not responsible for any injury that occurs on church property.

By signing below, I acknowledge that the above FACILITY USE POLICY has been read and fully understood, and a copy has been provided to me. I agree with its content.

SIGNATURE _____ DATE _____

PRINTED NAME _____ PHONE _____

STAFF SIG _____ DATE _____

cc: Event Leader