



**ALEY UNITED METHODIST CHURCH**  
Property Use Policy

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## **TRUSTEES STATEMENT**

Aley United Methodist Church (Aley UMC) holds its facilities, equipment and grounds (property) in trust for the mission of Jesus Christ as a means of sharing the Gospel within the community. When that mission allows, we seek to make this property available to other community groups or individuals whose need and purpose for its use is compatible with the doctrines, beliefs, and social principles of Aley UMC.

## **PURPOSE**

The purpose of this document is to outline the policies and procedures for the use of the Aley UMC property located at 4143 Kemp Road in Beavercreek, Ohio by all members and non-members. Everyone using the property, whether it is on or off the property, is expected to protect the church's property against loss, damage or misuse and to adhere to the following policies and procedures. This document covers all events except for weddings, which is covered in a separate policy.

## **GENERAL POLICIES**

Aley UMC's facilities, equipment and grounds were designed to provide gathering places for the groups and activities of Aley UMC. All individuals or groups, be they members or non-members, non-profit organizations/groups, or for-profit organizations must submit a request for use of the property, (you can find the required form on our website). Requests are to be made at least one (1) month in advance of planned event but no more than six (6) months prior to the event, (the exception to this would be weddings). Recurring meetings may be scheduled for a maximum duration of one (1) year and will be reviewed semi-annually to assure their compliance with their original contractual agreement.

Church meetings and church events take precedence over recurring space usage of any church property. Emergency church meetings and funerals, etc. can take precedence over any other scheduled events. When a conflict arises, every attempt will be made to either reschedule the requested event at a different time or provide a different location on the property, if possible. If a satisfactory resolution can not be found, a refund of any money submitted will be made.

The following church areas may be made available for use: Hospitality Center, Kitchen, Sanctuary, Classrooms, Activity Building, Reese Pavilion, Playground Area, Fire Ring and grounds. Folding tables and chairs may also be available to members and regular attendees for off-site use.

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**RESERVATIONS**

Any person or group wishing to use any Aley UMC property should obtain a copy of this Property Use Policy, complete the Facilities Space Usage Form and submit it along with the appropriate fees, if any, to the Church Administrative Assistant, through the Church Office, for consideration by the Trustees. The request form must be signed by the event leader. Upon approval, written confirmation will be returned to the person making the request via email from the church Administrative Assistant. This person will be responsible to verify that the event and any equipment requested have been properly scheduled on the official church calendar.

**FEES**

There is no fee for an Aley UM Church member or regular attender. For all others, see the fee structure listed below. This will apply for use of any property being requested. An additional refundable security deposit of \$50.00 will be required. No event will be placed on the church calendar until fees and deposit payments have been received.

**Fee Structure:**

Hospitality Center.....	\$200.00
Kitchen.....	\$ 50.00
Classrooms.....	\$ 25.00
Sanctuary.....	\$350.00
Activities Building.....	\$ 50.00
Reese Pavilion.....	\$100.00
Playground Area.....	\$ 25.00
Reflection Hill (Fire Pit/Grounds Area).....	\$ 25.00
AV/Sound Equipment (for use in Hospitality Center & Sanctuary).....	\$100.00
AV/Sound Technician.....	\$ 25/hr.

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## **FACILITIES, GROUNDS & EQUIPMENT USE TERMS**

- a. It is the responsibility of the person or group requesting the facility to become familiar with these guidelines and to ensure that they are observed.
- b. Aley UMC reserves the right to restrict or withhold the use of its property.
- c. User agrees, by signing or submitting the Facilities Space Usage Form, to all the terms and conditions specified in this document. The user also agrees to indemnify, exempt, relieve or discharge Aley UMC, its Trustees, officers, Clergy, employees, representatives and agents, in all respects from any liability, responsibility, loss, damage, injury, claims and/or causes of actions resulting from their use or misuse of the property. User also agrees that Aley UMC will provide no supervision or control over the property while under the control of the user. User further agrees to reimburse Aley UMC for any and all expenses incurred by them for their use of the facilities. Failure to comply with any aspect of this policy will result in the denial of this person/group's request to use Aley UMC's facilities in the future.
- d. Rights and privileges granted to the user cannot be assigned to another person or party.
- e. The user acknowledges that the church is providing the property on an "as is" basis and the church does not warrant or represent that the property is safe or suitable for the purpose for which it is permitted to be used. The user agrees to inspect the property to determine its fitness for the intended use.
- f. Event hours (including setup and cleanup) may not start before 8:00 AM or proceed past 11:00 PM. Overnight events are not permitted except for Church sponsored groups. (i.e. Youth, etc.)
- g. Users shall confine themselves to the approved area and must provide adult supervision during the entire event.
- h. When minors (persons under age 18) are in attendance they must be at all times under the control of their parent/guardian or adult(s) in charge of the activities. User(s) warrants that a high degree of care will be taken to insure the suitability of the person(s) who will have contact with minors. All property and equipment use by minors must be carefully monitored and supervised by an appropriate number of responsible adults. Any liability involving or caused by a minor, falls on the user/group who made the facility request.
- i. No equipment is to be moved from the inside to the outside of the buildings. Tables, chairs, and other church equipment are not to be moved from other rooms and/or areas of the church without written permission from the Trustees. All such property will be returned to their original location by the user.
- j. Decorations, displays, or alterations of existing room arrangements require prior written approval by the Trustees in this agreement.

- k. User shall leave all facilities in a clean and orderly condition and shall be responsible for any theft, breakage, damage and/or repairs resulting from their use of the church property.
- l. Aley UMC members, regular attenders and authorized users are responsible for coming into meet with the Facilities Manager to obtain a temporary code and instructions. The code will work for the duration designated on the Facility Request form and then the code will be deleted at the end of that period. Any other attendees that are going to have access to this code will need to have their name, email address and phone number added to the agreement. However the main person(s) accepting responsibility for this agreement through signature will be the sole person(s) responsible for maintaining control of all access to the property. (This includes making sure that all doors are secure and locked after your event.)
- m. Alcohol, smoking, drugs and sexually-oriented materials are strictly prohibited on church property.
- n. No lottery, raffle, or other games of chance shall be used for the purpose of raising funds on church property.
- o. The user is solely responsible for compliance of all copyright laws, especially with regard to music, video or images and any video or audio recording of events.
- p. The user is solely responsible for collection of any sales tax and does hereby indemnify Aley UMC for any taxes assessed as a result of the event(s) on church properties.
- q. Pursuant to the Ohio Revised Code: Unless otherwise authorized by church leadership, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto the Aley UMC premises.
- r. All garbage and trash must be bagged and put into the outside trash receptacle which is located in the east parking lot (next to the playground). If trash exceeds the limits of the container, the user must remove it from the premises.
- s. Aley UMC is merely providing a license agreement to use the property.

### **KITCHEN**

All kitchen equipment is to remain in the church kitchen. Exceptions may be authorized for church functions at the time the activity is scheduled. Kitchen use will be accessible during approved church activities that require its use. This should be designated on the Facility Request form. In addition to the above terms:

- a. Kitchen facilities for non-church activities will be limited to food storage (in refrigerator/Freezer) and food warming only. The 32-cup coffee makers may be used with permission from the Trustees. The coffee pots must be rinsed after use and returned to their original locations after use.
- b. The paper products (paper plates, cups, napkins, plastic silverware, etc.) are not to be used for personal use except as provided for a church-sponsored function.

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- c. Use of the dishwasher is strictly limited to Aley UMC Members and is subject to Greene County Combined Health District guidelines.
- d. Users are responsible for cleaning up the kitchen area in accordance with the kitchen cleanup checklist attached.
- e. Do not put trash cans or other items in front of the fire extinguishers. This is a fire code violation.

### **EXTERNAL USE**

External use is defined as any activity on the outside of the facility or grounds that is not inside the physical building(s), exclusive of parking as defined later in this document. In addition to the above term:

- a. Use of barbeque grills/cooking surfaces is limited to that which is provided by the church; however, the user must provide their own source of LP gas, and all such equipment must be cleaned after use.
- b. No open flames are permitted on the church property except at the fire ring(s).
- c. Use of the fire ring(s) is permitted only with the written permission of the Trustees. User(s) must provide adult supervision at all times. Use of the fire ring(s) is subject to the current *Beavercreek Open Burn Guidelines* as specified by the Beavercreek Township Fire Department.

### **PARKING/GROUNDS**

In addition to the above terms:

- a. Parking for individuals and organizations using the facilities is provided adjacent to the buildings. Marked parking spots are to be adhered to and no vehicles are permitted on the lawn.
- b. The parking lot and grounds are to be left free of trash/debris, decorations and/or equipment.
- c. Any long-term or overnight parking of vehicles, trailers, etc., will be by permission of the Facilities Manager/Trustees only.
- d. The user will maintain proper, marked traffic flow and will only enter the property at our west entrance (closest to church sign) and exit the property at our east exit (closest to the playground).

### **CANCELLATIONS**

If a requesting party cancels a request two (2) weeks or more before the requested date, then the fee plus security deposit less expenses will be returned. If the cancellation is received less than two (2) weeks prior to the planned use, the balance of the monies received - fee less expenses and less security deposit - will be refunded to the individual or organization.

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Aley UMC will bear no liability if this agreement is cancelled due to any legal or regulatory compliance issue, such as, but not limited to, a zoning ordinance. If cancellation is due to failure of utilities, damage to property, inclement weather or any other unforeseen circumstances beyond the control of the church, which necessitates the cancellation of the scheduled event, the church office will notify the user and any fee and deposit will be refunded in full.

### **SAFETY/SECURITY**

The user is responsible and assumes liability for any personal injuries, personal property or damage to the property. When damage, vandalism and/or accidents occur, especially those requiring clean-up or a call to law enforcement or governmental authorities, the user agrees to promptly report the problem and circumstances to the church office or Facilities Manager and Trustees. If it is after office hours the on call Trustee will be the contact. (Office Hours: M-Th 9:00a-3:00p).

### **KITCHEN CHECKLIST**

This list should be completed by the person(s) that are authorized users of the facilities. Failure to return the Kitchen to the proper condition may result in the forfeiture of the security deposit.

- Trash receptacles have been emptied and returned to their proper locations.
- Dishes and other kitchen utensils have been washed and returned to their proper storage areas.
- Any of the equipment used must be cleaned and returned to ready-to-use condition.
- Counters have been cleaned.
- Floors have been swept and wiped down as needed.
- No food or other products brought onto the property should be left in the refrigerator or on counters. These items must be removed.
- Remove any dishes/dishware brought in for the event from the property.

(This form can be found on the Aley UMC website)

[aleyumc.org/connect/forms](http://aleyumc.org/connect/forms)

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