

Young Harris Memorial United Methodist Church Facilities Use Policy

Purpose Statement and Summary of Policies

The Young Harris Memorial United Methodist Church (YH) activities ministries offers opportunities for Christian fellowship to individuals of all ages within the church and her community. Through this fellowship, each individual's Christian growth will be encouraged so that they may have an abundant life in Jesus Christ.

SUMMARY OF POLICIES

1. Policies, procedures and forms set forth in this document and in other documents referenced below have been prepared by the YH Maintenance Team (Trustees Committee) and approved by the Church Council. Any change or addition to these documents must be submitted to the Maintenance Team for review, and then presented to the Church Council for adoption. Policies, procedures and forms for use of the YH Family Life Center (FLC), the Bell Building, the Fellowship Hall, and the Whittemore Building are listed below:
 - *Administration Policy
 - *Supervision/Rules and regulations
 - *Emergency Procedures
 - *Overnight Group Policy
 - *Facility Use and Fees
 - *Rental Agreement

2. Access to the YH facilities (the "church") shall be the responsibility of the YH Maintenance Team (Trustees Committee), the clergy, and the staff of YH. The Maintenance Team may approve the issue of non-duplicating keys to the following individuals for the term of their assignment:
 - *Custodian(s)
 - *Selected Staff
 - *Church Office Administrators
 - *Pastor(s)

3. Any situation not addressed in this document or one of the above referenced documents shall be referred to the Maintenance Team for action.

Young Harris Memorial UMC Facilities Use and Activities

Administration Policy

1. The Family Life Center (FLC), the Bell Building, the Fellowship Hall, and the Whittemore Building (all deemed as the “Facilities”) are part of Young Harris Memorial United Methodist Church (the “Church”). Those participating and enjoying in activities and use of the YH facilities should conduct themselves at all times in a respectful manner of Christian behavior.
2. Activities may be scheduled in the designated Facilities through the church office at the approval of the minister-in-charge and/or the Maintenance Team or Facilities chairperson (Facilities coordinator). **All usage groups shall have a designated contact person responsible for the specified activity.**
3. Each person participating in sports activities at YH Facilities (FLC) shall fill out a registration form with a liability waiver prior to initial usage. These forms are kept in the YH main office located in the FLC.
4. Each group renting a Facility at YH must complete and sign (i) a Rental Agreement with a contact person identified; and (ii) a Safe Sanctuary Rules & Regulations form.
5. Use of the YH Sanctuary, the Family Life Center, the Bell (education) Building, the Fellowship Hall, and the Whittemore Building (all a part of the entire campus at YH) may not be traded for time worked; likewise, designated individuals from approved groups should be responsible for opening/closure of the appropriate Facilities. Groups not affiliated with a YH ministry or sponsored by a church member are subject to rental fees. Fees should, at a minimum, cover the cost of any necessary YH staff plus the cost of Facility cleaning and utilities.
6. Unauthorized entrance or presence in the YH Facilities will result in the suspension of that group/person’s right to use the Facilities.
7. The Facilities are closed during all worship services and no activities should be scheduled during worship hours. This shall include funeral, memorial, and special services to be held at YH as well as scheduled wedding services at the discretion of the pastor-in-charge.
8. All activities and programs will be scheduled by the YH office administrator at the discretion of the pastor-in-charge or Facilities coordinator.
9. Violation of any rules leads to the loss of Facility privileges. When such violation warrants loss of privileges, the usage contact person will be notified.

**Young Harris Memorial UMC
Facilities Use and Activities**

Supervision and Rules and Regulations Policy

SUPERVISION POLICY

1. If the YH Church Council via the Ministry Committee elects to hire a Director of Activities Ministry (the "Director"), that Director will be responsible for the proper supervision of all activities and programs at the YH facilities at the discretion of the pastor-in-charge and the Maintenance Team at YH. This supervision may be provided by one of the following individuals:

*Church Staff

*Anyone authorized by the pastor-in-charge and the Facilities coordinator

Otherwise, proper supervision of all individuals participating in YH Facilities use and facilities security shall be the responsibility of the usage Group contact person or their approved designee.

RULES and REGULATION

The entire YHMUMC campus is designated as alcohol and tobacco free.

1. Any furniture, equipment, or Facilities hardware (lights, thermostats, tables, chairs, etc.) which is damaged due to improper use or care, lost, or destroyed must be replaced by the individual or group responsible. Costs associated with any damage to the facility space (walls, doors, flooring, etc.) shall be assessed by YH staff and shall be the responsibility of the renter.
2. All equipment belonging to YH must be checked out and returned at the end of use, and if appropriate, to the appropriate staff on duty.
3. Any personal equipment brought into any YH facility (including the FLC building) must be approved by the staff person(s) in charge and shall be the full responsibility of the owner.
4. Skates are not permitted on the FLC gym floor without express consent from the Facilities coordinator
5. No food or drinks are permitted on the FLC gym floor or in other buildings or classrooms unless specifically requested in the agreement.
6. No sporting activities are allowed on the stage area of the FLC.
7. The FLC kitchen is off-limits unless specifically requested and approved.

**Young Harris Memorial UMC
Facilities Use and Activities**

Emergency Procedures for Staff and Users

1. A list of emergency telephone numbers will be posted in the YH Facilities (Family Life Center, Bell building, Fellowship Hall, and the Whittemore Building), including contact numbers for appropriate points of contact, including the church staff.
2. A basic first aid kit shall be kept in the FLC building kitchen. Ice is available for first aid purposes from the FLC kitchen ice-maker.
3. Staff shall be trained in basic first aid.
4. An accident report for injuries incurred will be filled out by the group responsible party or the YH staff person on duty.
5. In case of emergency, do not hesitate to call -911 for assistance.

Young Harris Memorial UMC FLC Overnight Group Use Policy

1. **Sponsors:** A YH member, a YH staff person, or persons assigned by YH leadership shall “sponsor” the group who is requesting overnight space in the church facilities (FLC). Those persons are ultimately responsible to the Maintenance or Facilities coordinators for the actions of the overnight group. It is important that the sponsor be given proper background checks per the YH Safe Sanctuaries Policy (SSP).
2. **Chaperones:** The maximum number of individuals for an overnight group is forty (40). There must be at least one adult (21 years or older) present for every ten minors. If the youth are co-ed, there must be an equal number of male and female chaperones present. Males and Females must sleep in separate areas. The adult chaperones should be present in the same area as the youth, or adults may sleep in the common space with the doors to the youth’s rooms left open at all times. At least 2 adults should be in a sleeping area with youth in accordance with the YH SSP.
3. **Facility Use (FLC):** Outside groups must have a YH staff person, member, or approved designee present for overnight use. YH groups (Youth Lock-ins, as an example) may check-out a key to the gymnasium for use overnight, but the gym should remain locked when not in use. Gym time can be arranged with the pastor-in-charge or Facilities coordinator ahead of time. No overnight group is permitted access or use of other YH Facilities during their stay. The children’s playground area is off limits from sunset to sunrise and is not intended for children older than 8 years of age. There is a phone in the YH church office and the FLC kitchen, adjacent to the basketball court in the FLC, which may be used for local calls by the group or in case of emergency.
4. **Fees (FLC):**
Overnight Use: The non-member fee for overnight use of the FLC gym is \$250 plus a cleaning fee of \$125; payment is due prior to check-in. Additionally, a \$150 security deposit is due at the time of reservation. If there are no damages or clean-up fees assessed at check-out, the deposit will be returned in full within 14 business days. If there are damages that total an amount in excess of the deposit, the group is responsible for the balance due. Payment and Deposit can be made by check preferably or cash. Fees apply to outside groups only, although Young Harris Memorial UMC groups are also financially responsible for any damages that result from their use of the Family Life Center.
5. **Reservations:** All reservations must be made through the YH church office. Each group is required to submit the appropriate rental forms and the following information:
 - Outside Groups: Proof of Liability Insurance, Rental Agreement, Safe Sanctuaries Agreement
 - All Groups: Signed Rules & Regulations form (includes emergency procedures), Permission Forms/Waivers for minors, Emergency Contact & Insurance information for minors

6. **Check-In:** A member of the YH staff will be responsible for initial “checking in” of the group or providing check-in information. Should the group anticipate a late arrival, the group representative must contact the Facilities coordinator

7. **Check-Out:** A member of the YH staff will also be responsible for “checking out” the group when applicable. Check-out times may vary, based on other groups using the building. The building will be inspected by the YH staff and any damages or clean-up fees will be noted. The group representative and YH staff person should both sign the check-out form as soon as possible after facility use.

8. **Young Harris Memorial UMC Groups:** The use of the FLC and church’s facilities are for the primary use of its membership. As such, church events must take priority over any other possible use of the YH facilities. Such priority must be considered and managed at the discretion of the pastor-in-charge and the Maintenance Team and/or Facilities coordinator.

Young Harris Memorial UMC Facilities Use and Activities

Facility Use and Fees

1. Young Harris Memorial UMC (the “Church”) encourages the use of their Facilities (FLC, Fellowship Hall, Whittemore and Bell Building) by any Church organization or any group approved by the Maintenance Team
2. All reservations for YH Facilities space are to be made through the YH church office or by the Facilities coordinator. Reservations are made on a first come, first served basis.
3. All requests for use of the YH Facilities must be made in writing (Church Rental Agreement). The Facilities available for reservation are as follows:
 - *Family Life Center Class rooms
 - *Family Life Center Dining Room
 - *Family Life Center Kitchen (upon special request; no appliance use)
 - *Family Life Center Gymnasium
 - *First Floor Bell Building - Fellowship Hall (upon special request)
 - *Second Floor Bell Building - Classrooms
 - *First Floor Whittemore Building rooms (Parlor; Study)

Fees: (refundable deposit of \$100)

- Use of FLC gym: Full court, practice (\$30/hr schools); other (\$40/hr)
- Use of FLC dining room (\$30/hr)
- Use of FLC or Whittemore/Bell Building classroom/study (\$30/hr)
- Use of full FLC (\$75/hr, 2-hour min.; \$150 deposit; \$125 cleaning fee).
- Use of tables and chairs for FLC (negotiable)

4. A “Church Rental Agreement” must be filled out by the representative/contact person for rentals from groups not sponsored by an area of Ministry at Young Harris Memorial UMC.
5. A “Summer Camp Contract” must be completed by the representative/contact person for summer camps that take place on the Young Harris Memorial UMC campus and are not organized by Young Harris Memorial UMC. All camps will be approved at the discretion of the Maintenance Team/Facilities coordinator and the YH minister-in-charge.
6. Reservations will be confirmed after the appropriate paperwork has been completed and the agreed upon deposit and fee have been paid (if applicable).
7. Each group that requests the use of the YH Facilities is responsible for planning and conducting its activity. If requested, the Facilities coordinator will provide assistance to the group to determine resources, program, etc.
8. If it becomes necessary to cancel reservations for the Facilities, the group should do so immediately and within one week to avoid loss of deposit. Rental fees are to be paid one week in advance of use. Rental groups who do not pay in a timely manner may lose their privilege to reserve space in the Building. Deposits will be refundable if no damage is incurred as determined by YH staff.

Young Harris Memorial United Methodist Church Rental Agreement

Type of activity

Requesting Organization _____

Leader/Contact Person _____

Business # _____ Home # _____

Email address _____

Physical Address _____

Usage Date(s): Arrival _____ Departure _____

Description of usage (facilities requested)

Deposit (Reservation and/or Key/\$100): _____

Fees: _____ Receipt name/Date _____

As renter of YH Facilities, I agree to the terms and conditioned stated herein:

Renting official signature: _____ Date: _____

(printed name)

YHMUMC receipt signature: _____ Date: _____

(printed name)

LIABILITY Waiver

The use of the YH Facilities (and FLC) and all equipment will be at the risk of the participant/renter. YHMUMC does not assume liability or responsibility for any participant. YHMUMC does not make any express or implied warranty about the premises, the equipment, machinery, fixtures, or furniture. Notice of this fact should be provided by the responsible renter to participants, guests, and visitors. YHMUMC nor any of its members shall be held liable for any injury or damage sustained regardless of cause. It is the participant's or renter's responsibility to pay for any and all physical damage that exceed the rental agreement which might occur during use of the FLC. Such payments, as determined by the YH Pastor and/or Trustees, shall be made to the church office within seventy-two (72) hours of the rental date(s). All equipment brought into the facility must be approved by YHMUMC.

Renter Signature: _____

Renter Printed Name: _____

Date _____

Young Harris Official: _____