

## Facility Usage Agreement

### Policies and Procedures for Use of Parkway United Methodist Church

#### General

1. Only groups specifically approved by Parkway United Methodist Church (Parkway) may use church facilities. At its sole discretion, Parkway may refuse to allow use of its facilities to any group.
2. All outside equipment, vendors, entertainers, etc. must be approved by the Board of Trustees in advance and proof of liability insurance may be required and must have Parkway listed as additionally insured.
3. All scheduling must be done by submitting a **Facility Request Form**
4. The room assignment for events is up to the discretion of the Facilities Coordinator and is dependent on the size and set up needs of the group.
5. All reoccurring events, classes, meetings, service, etc., must be scheduled each year. Reservations are not automatically carried forward.
6. Parkway is not responsible for losses incurred by any member of the party using the facilities. All automobiles should be locked with valuable contents either removed or out of sight.
7. All scheduled events must be concluded by 9:00pm at which time the building will be closed. Anyone in the building after 9:00pm must have prior permission from the Facility Coordinator. Saturday evening events are very limited, in order to have the facilities ready for Sunday mornings.
8. Groups must adhere to their scheduled time to allow the facilities staff to prepare the room(s)
9. Rooms should be returned to their original condition – trash removed, furniture put back in its original position.
10. Chairs and tables may not be removed from campus.
11. Table cloths are not provided for non-church events.
12. Groups are to use only the areas assigned to them and are not permitted to wander through the halls and buildings.
13. Groups with students, high school age or younger, must have a sufficient number of chaperones on the premises at all times, **with a minimum of 2 adults**. Whenever possible State Childcare Minimum Standards shall be followed, particularly in relation to the number of adults to child ratio.
14. All staff and volunteers working with children or students must have a background check on file with the church.
15. No smoking is permitted in the buildings at any time. This includes E-cigarettes and smokeless tobacco. No smoking is permitted within 100 feet of any building on campus or in The Gardens.
16. No alcoholic beverages are permitted on the premises (in the building, on the grounds or in the parking lot) at any time.
17. Any AV equipment needed must be reserved in advance on the **Facility Request Form**. There may be a fee involved with this request.

18. Emergency situations such as funerals will preempt other reservations. Every attempt will be made to move the group and/or give as much cancellation notice as possible to groups previously scheduled.
19. Please notify the Facilities Coordinator at least 48 hours in advance to cancel an event, so that the custodial staff does not have to prepare a room unnecessarily.
20. If any incident/accident occurs on the church proper, Parkway must be notified and an **Accident Report Form** must be filled out. Click on the link to download the form or pick one up at the church office. Completed forms should be turned into the Facility Coordinator.
21. Our **Safe Sanctuary Policy** must be followed for events involving infants – 18 years. Our policy is available by clicking the link or through the church office.
22. Any Non Ministry events occurring at Parkway must remove all items brought to the event. If there is anything left, without written permission from the Facility Coordinator, the Security Deposit will be forfeited.

### **Food/Kitchen**

1. Any and all kitchen utensils, serving pieces, etc. are for church related events only. All outside groups using the kitchen must provide their own kitchen items.
2. Any food items stored in the refrigerator or freezer need to be labeled with the name of the ministry and the date the product was placed in the refrigerator/freezer. Any items not labeled will be thrown away.
3. Leftovers from events **cannot** be stored in the refrigerator or freezer. Take it with you or put it in the trash.
4. Food prep areas should be cleared and cleaned after every kitchen use; all items should be stored in their proper place. **All trash must be taken to the dumpster.**
  - a. Gloves should be worn when preparing and serving food
  - b. Everyone working in the kitchen is required to wear closed toed, flat, rubber soled shoes to prevent tripping and slipping. NO open toed shoes or high heels.
  - c. Children under the age of 15 need to be accompanied by an adult.
  - d. All kitchen counters and dining tables should be cleaned with disinfectant
  - e. Please double check all equipment to make sure it is turned off before leaving the kitchen
5. It is the responsibility of each ministry, group or individual using the kitchen to properly clean up after themselves.

### **Custodial**

1. The custodial staff is here to prepare the church facility for events. Please be cognizant of their time and schedules by not making last minute demands of them. Any changes to your facility needs must be discussed with the Facility Coordinator.
2. The custodial staff and volunteers do not have authority to answer any requests on behalf of the church. All requests in regard to the church campus must be approved by the Facilities Coordinator.