

Mount Sylvan United Methodist Church Facility Use Guidelines

Foreword

Mount Sylvan United Methodist Church (hereinafter referred to as “church”) recognizes that a part of its ministry involves the welcoming of members and community to utilize the buildings and grounds that so many of the members have lovingly worked to provide. These guidelines are set forth to ensure the maintenance and proper use of the facilities. All events that utilize the facilities of the church buildings and grounds are covered by this document. This policy is separate from the Wedding Policy (covered in a separate document) and is not to be in conflict with the Wedding Policy. A member is defined as having his/her name on the official membership roll or be a member of the immediate family that is on the roll of Mt. Sylvan UMC. A User is defined as a person or group requesting use of the facility of Mt. Sylvan UMC.

Acceptable Kinds of Events

Events may not conflict with the church’s doctrine and Christian belief. Events may not have alcohol served or consumed by participants in the buildings or on the grounds. Use of any tobacco products is prohibited in all buildings.

Acceptable events include: Church committee meetings, family gatherings, other church (non-Mount Sylvan) meetings, non-profit social and civic gatherings, etc. Facilities are not available for non-church profit making events.

Church committees, women’s circles, music groups, youth groups, study groups, and any other like groups within the church are encouraged to use the facilities in the church with no User fee, however, a janitorial fee may be charged as determined by the Office Administrator in consultation with the Trustees. Mount Sylvan Day Care staff is considered a church member for these Guidelines. Weddings and funerals are permissible for non-members. Receptions and rehearsal dinners for non-members are not permissible in the Mt. Sylvan facilities.

Requests for Use of Facilities

All requests must be placed in writing with the church Office Administrator. The Office Administrator will consult with the Board of Trustees to determine the suitability of the event for the church. After approval, the appropriate room assignment will be made and conveyed to the User by the Office Administrator.

Event Priority

No event will conflict with a previously scheduled worship service or wedding. Acknowledging the short lead time for funerals, special consideration will be given to resolve conflicts in scheduling.

Responsibility of Mount Sylvan UMC

- A. Receive written event request in church office. A decision will be made and the User notified within 2 weeks (10 Business days).
- B. A church member approved by the Chairman of Trustees will act as host and will review the Facility Use Guideline Policy with the User. This will include a personally directed walk-through of the proposed room(s). If food is to be served, the caterer must be included in this walk-through.
- C. The church will provide a diagram for standard set-up of the room(s). The User is responsible for returning the room(s) to standard set-up at the end of the event.
- D. When an outside group uses any area of the facility, a church host will be on-site during the event to answer questions and assure that the Facility Use Guidelines are followed.
- E. The host is responsible for turning off lights and locking rooms and buildings.
- F. The host will provide keys for access to the assigned rooms.
- G. At the end of the event, the host and the User will inspect the used area(s) for missing items, appropriate clean-up, and facility damage.
- H. A church hostess is required when a caterer is used.
- I. The pantry is not available for use.

Responsibility of User

- A. Designate a contact person who will work with the host before, during and after the event. The User assumes liability for any missing items, inadequate clean up, and/or damage to facilities.
- B. User's designated contact person must provide a name, phone number, cell phone number and email address to the host.
- C. Avoid the use of glue or tape (of any kind) on tables, walls chairs, counters and doors. An adhesive approved for church use is available in the church office. Consult with the church office with regard to purchase of this adhesive.
- D. User shall provide:
 - Paper products (napkins, paper towels, cups, plates, bowls, etc.)
 - Plastic ware (spoons, forks, knives, serving plastic ware, etc.)
 - Sweeteners and creamer
 - Condiments (mustard, ketchup, mayonnaise, etc.)
- E. The user is responsible for all aspects of event set-up and clean up (wet wipe tables, sweep floors, etc.).
- F. The user is responsible for returning the area used to standard set-up per diagram provided to user.
- G. If utilized, all areas of the kitchen must be cleaned including counters, equipment, stoves, dishwasher area, etc.
 - Drying cloths spread to dry.
 - Trash must be gathered and removed to the receptacle outside. Trash dumpster key is located in kitchen.
 - **All food must be removed from the kitchen at the end of all events.**
- H. Return key(s) to host or to Office Administrator within 48 hours.

Advance Time Allowed For Event Set-up

<u>Room/Area</u>	<u>Number of Hours In Advance Of Event</u>
Sanctuary	4
Chapel	2
Classroom	1
Parlor	2
Fellowship Hall	4
Kitchen	4

Note: Please contact the Church Office if additional time is needed.

Fee Schedule

A. Rental Fee Schedule for Events NOT Sponsored by the Church:

<u>Room/Area</u>	<u>Fees</u>
Sanctuary	\$ 500
Fellowship Hall/Kitchen	\$ 300
Chapel	\$ 300
Parlor	\$ 100
Classroom	\$ 25 (each room)
Youth Room	\$ 50
Host Fee	\$ 25/hour
Sound Technicians	\$ 75

Important Reminders:

1. *There is a Security Deposit of \$250.*
2. *For events arranged by members, a hostess must be present from the arrival of the caterer until the end of the event.*
3. *For events arranged by non-members, a church hostess must be present any time the non-members are present.*
4. *All fees are to be paid directly to Mt. Sylvan UMC.*

B. Janitorial Services Fee:

1. All Users (members and non-members) must pay for janitorial services.
2. Fees will be paid to Mt. Sylvan United Methodist Church for the Janitorial Service.
3. Additional fees **will** be assessed for time required after 8:00 PM on Friday, Saturday and Sunday. Janitorial fees cover the costs to vacuum/mop floors, ensure standard room set-up is restored and prepare the room(s) for the next event.

<u>Room/Area</u>	<u>Fees</u>	<u>After 8 pm</u>
Sanctuary	\$ 75.00	\$112.50
Chapel	\$ 50.00	\$ 75.00
Parlor	\$ 50.00	\$ 75.00
Classroom	\$ 10.00/rm	\$ 15.00/rm
Youth Room	\$ 25.00	\$ 37.50
Fellowship Hall/Kitchen	\$ 75.00	\$112.50
Nursery	\$ 10.00	\$ 15.00

Liability

The church assumes no liability for loss of clothing, jewelry, money or other items in the buildings, parking lots or grounds during any event. This includes all preparation, set-up, and clean up times. Additionally, any damage or loss that occurs to furniture, equipment, walls, rooms, grounds, etc. will be assessed by the Trustees and repairs and/or replacement will be the responsibility of the User. Any items missing from the areas used will be determined and replacement costs will be the responsibility of the User.

Area Capacity

<u>Room/Area</u>	<u>Seating Capacity</u>
Sanctuary	450
Chapel	100
Parlor	35
Classroom	20
Youth Room	40
Fellowship Hall (theater style)	250
Fellowship Hall (rectangle table)	180
Fellowship Hall (round tables)	150
(If stage is used, reduce seating by 40)	

Fellowship Hall Equipment

<u>Equipment</u>	<u>Number Available</u>
*Tables – 8’ rectangle (seating for 10 max)	15
*Tables – 5’ round (seating for 8 max)	7
*Chairs – padded non-folding	200
Chairs – non padded, folding	100
Stage	8 4’ x 8’ inter-locking sections combined form a raised stage area of 16’ x 24’, 12” high.
Podium – with electric speaker	1
Podium – without speaker	1
Baby high chairs	2
Baby booster seats	2
Sound System	1 (With colored lighting directed at staging, wireless microphones, stand microphones)

*These tables and chairs are not allowed to be taken off campus or placed outside under any circumstances. If tables/chairs are needed for outside use, the tables & chairs in the Storage Garage are to be used.

Fellowship Hall Kitchen Equipment Available

<u>Equipment</u>	<u>Number Available</u>
Refrigerator (large commercial capacity)	1
Freezer (large commercial capacity)	1
Stove (cook top, 2 ovens)	1
Warming unit (large commercial capacity)	1
Ice Maker (large commercial capacity)	1
Sinks	2
Coffee maker	2 (100 cup capacity each)
Microwave	1
Dishwasher (large commercial capacity)	1
Assorted pots, pans, cooking utensils	Miscellaneous
Can opener (large commercial capacity)	1
Plates	200 +/-
Glasses	200 +/-
Silverware	200 +/- settings (knife, fork, spoon)
Glass sugars and creamers	20 +/-
Plastic garbage bags for trash (55 gallon size)	

If any kitchen item is broken or damaged, a replacement fee will be charged.

Parlor Equipment Available

Tables – 5’ round (seating for 8 max)	2
Chairs (padded, non-folding)	20
Sofa	2
Overstuffed chairs	3
Dining Table & Chairs	1

Parlor Kitchen Equipment Available

<u>Equipment</u>	<u>Number Available</u>
Refrigerator (Small home capacity)	1
Sink	1
Coffee Maker	1
Microwave	1

AGREEMENT FOR USE OF BUILDING
(Hold Harmless Agreement)

This agreement by and between Mt. Sylvan United Methodist Church, 5731 N. Roxboro Road, Durham, NC 27712 (“Owner”), and

_____ Name

_____ (“Users”)
Complete Address

Will take effect on the _____ day of _____, 20____, and will continue for a period of _____.

Beginning time of building use _____ Ending time of building use _____

WHEREAS, Owner has agreed to allow User to use the building located at 5731 N. Roxboro Road, Durham, NC 27712, which is normally used for church activities, and

WHEREAS, User desires to use the _____ area of the
Area of Church Campus

building for the purpose _____, and
Purpose of Use

WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met:

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above-described premises for the above-described purpose

on _____.
Describe times and days of usage.

_____ contact person for Owner and
Name & Owner contact person

_____ is the contact person for User to
Name of User’s contact person

coordinate the details of usage.

2. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above-described facilities.

3. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
4. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage which may result from any person using the above-described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
5. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
6. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
7. This agreement may be cancelled unilaterally by either party within 14 days written to other party.
8. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
9. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

User agrees to pay the Owner \$500.00 for security deposit for the use of the premises dated this _____ day of _____, 20____.

Mt. Sylvan United Methodist Church

User

Signature

Signature

Position/Business Administrator

Position