

CALVARY UNITED METHODIST CHURCH

2315 South Grant Street
Arlington, VA 22202-2599
(703) 892-5185
admin@calmeth.org



Policy for Use of Church Facilities

Purpose: To provide information for prospective users of Calvary facilities about criteria for approval and what we expect from them; to provide fair and uniform procedures for use of Calvary facilities; and to guide the Church Administrator, Pastor, and the Board of Trustees in their oversight and administration of the facilities. The policy applies to the use of all Calvary spaces and equipment, including but not limited to:

- Sanctuary
- Harris Hall (and stage)
- Memorial Hall
- Kitchen
- Library (southeast room)
- Classroom 1 (northeast room)
- Classroom 2 (northwest room)
- Classroom 3 (southwest room)
- Small Meeting Room ("Pastor Study")
- Parlor
- Skidmore Basement
- Storage areas

Policy: Calvary's facilities are to be used primarily for Christian worship and related activities.

First priority for usage will be assigned as follows:

- a. Worship led by Ministers, staff, or lay members of the congregation.
- b. Baptisms, weddings, funerals, etc. of Calvary families and for others as determined by the Pastor
- c. Calvary-related activities by organizations within the congregation
- d. Activities by organizations currently designated by the Church Council as "Calvary Sponsored"

Others: When not needed for support of the kinds of activities listed above, Calvary facilities may be used for purposes like the following - whether church-related or not - when it appears to the Pastor that such use can contribute to improved conditions, standards, and relations in the church and the community.

- Non-Calvary religious
- Educational
- Civic and community
- Health
- Charity fund-raising
- Recreational

Exceptions: Usage will normally NOT be approved for organizations external to the congregation which charge fees, admissions, registrations, "required distributions" or any other kind of assessment with the intention of making a profit. The Pastor - in consultation with the Chairs of the Church Council and the Board of Trustees - may grant a variance to this part of Calvary's policy for an organization considered to be especially worthy. Notice of any such variance will be provided to the Trustees and the Church Council for reporting at the next meeting.

Application for use consists of completing the attached form and delivering it by hand or mail to the Calvary Church Administrator. Signature on the form will indicate that the applicant has read this Policy Statement and understands it and agrees to abide by its provisions. After the Pastor approves the proposed use, the applicant will be notified and an entry made in the Calvary calendar. Appropriate Church committee persons will also be notified. New groups may be required to provide a security deposit.

Users shall:

Policy for Use of Calvary Facilities [cont'd]

- a. At the discretion of the Pastor/Trustee chairperson be asked to reimburse Calvary for energy, furniture arrangements and cleaning services. If special cleaning or furniture arranging services are required, the Pastor must be advised in advance.
- b. Set up folding chairs and tables as needed for themselves. However, facilities are to be left in the same condition as they were found. All litter is to be put in waste baskets or trash receptacles.
- c. Designate a person from the using group as Responsible person for ensuring reasonable decorum during the planned event. That person will also be responsible to see that facilities are left as described above, that lights are turned out, that thermostats are reset to normal and window air conditioners are off, and that external doors and windows are closed and locked. Fire doors shall be kept in the proper closed condition at all times.

Users shall NOT:

- a. Introduce alcoholic beverages or any other intoxicant or narcotic substance to Calvary buildings or grounds. Nor shall their use be permitted.
- b. Smoke anywhere in the church buildings.
- c. Be permitted to sleep or otherwise set up housekeeping anywhere in the church buildings unless expressly and specifically authorized by the Pastor in writing,
- d. Use the kitchen or any of its equipment, supplies, or utensils without specific prior approval of the Pastor/Trustee chairperson.

If the kitchen is to be used, the group's Responsible Person shall assure the following:

- ✓ The kitchen in general is properly maintained and cleaned
- ✓ All equipment is restored to its prior condition.
- ✓ Stove cleaned
- ✓ Dishes, cooking utensils, tableware and glassware washed and put away.
- ✓ All appliances cleaned and turned off.
- ✓ Trash cans emptied

Fees:

\$120 custodial fee
\$50/hr. donation for bldg. use (\$100 minimum)
\$250 deposit for non-members

A copy of this Policy Statement is to be provided by the Church Administrator to the person making arrangements for use of Calvary facilities. Additional copies will be made available for people who are to serve as "Responsible Person" for their group to assure the proper use of the facilities and for leaving them clean and otherwise restored to their original condition.

Actual scheduling of periods of use will be done by the Church Administrator, who will maintain calendar of activities to determine availability of facilities. He or she will resolve short-term conflicts based on the provisions and priorities set forth above. Long term conflicts and approval of new non-Calvary users will be referred to the Trustees, who will provide advice and recommendations to the Pastor.

Signature

Date

Last revised: May 2, 2013