

Church Facility Use Policy

The Methodist Church describes its mission as follows: “To make disciples of Jesus Christ for the transformation of the world. Local churches provide the most significant arena through which disciple-making occurs.” Given this as our guide, the approval for use of our facilities should be guided by this at all times. We at Warwick Memorial shall at all times endeavor to schedule and engage in activities in our facilities that nurture this commission. The Book of Discipline and the Social Principles of the Methodist Church must also guide our decision making.

In general, there are three roles involved in requesting and scheduling the use of the facilities of Warwick Memorial United Methodist Church (WMUMC):

Weddings — The Worship Committee governs wedding fees. Wedding-related activities for the sanctuary, reception hall and related areas shall be coordinated with the Facility Manager and Wedding Planner. Rules and Regulations for weddings can be found in the Worship Committee Wedding Pamphlet, which is available through the church office.

Facility Manager – The Facility Manager is the focal point for the submittal of any request for the use of the facility, including the Celebration Center and other related equipment. This role has responsibility for the continued maintenance and management of the overall facilities to ensure efficient operations. Forms have been created to ensure that pertinent information and usage details are captured that will be used to determine any special needs or situations as well as any possible conflicts. The Facility Manager shall work closely and communicate often with the Trustees regarding any facility matters.

Calendar – The Facility Manager is responsible for maintaining the official church calendar. This role ensures that events and use of the facility are synchronized and scheduled to avoid overlaps and possible conflicts. The church calendar provides a visible and public view of the schedule and use of the facility.

Basic Request Process:

- Any request for use of the facility shall include a completed Church Facilities Use Agreement and shall be submitted to the Facility Manager no later than fourteen (14) calendar days before the event.
- Upon receipt of a completed use agreement form, the Facility Manager will check the Church Calendar for any conflicts.
- If none, the event will be placed on the Church Calendar and be considered “reserved.” The Facility Manager will inform the requestor and educate them on any specifics they should be aware of for their “reservation.”
- If there are any conflicts, it is the responsibility of the Facility Manager to make contact with the requestor and inquire if there are other dates that are possible.
- If no other dates will work, and the requestor would like to see if the church could still accommodate the request, the Facility Manager shall call or email the person currently scheduled to use the facility to see if they have any flexibility.
- If not, the Facility Manager shall inform the requestor that the request cannot be filled.
- If the event is more than a one-time event but will not be recurring longer than the calendar year, the Facility Manager must guarantee the requestor the day and times requested. The Facility Manager must also inform the Trustees and the Pastors of the agreement with the requestor for these dates and times. If it is not possible to guarantee these dates and times, the Facility Manager must inform the requestor

and negotiate any changes or determine any compromises that might need to be made.

- If the event is a recurring event and will span calendar years, the Facility Manager shall inform the requestor that the event must be approved by Trustees and initiate the request with the Trustees.
- The Facility Manager shall inform and consult with the Trustees regarding any and all facility use decisions at the monthly meeting of the Trustees. If there are items that require more immediate collaboration, the Facility Manager will communicate any concerns with the chairman of the Trustees as soon as practicable.

Other guidelines and considerations:

- **Fees** – The Trustees will establish a fee schedule for any use of the church other than a wedding. The fees may be waived/altered/amended by the pastor(s) with coordination of the Trustees. Members of the church may be able to use the facilities for personal activities such as receptions, family gatherings, etc., without fee, depending on scheduling and the expenses incurred by the church. Because of the cost of utilities and cleaning, use of the Celebration Center will generally require a fee. Fees are to be paid not less than thirty-days (30) in advance of the event to the Facility Manager or the Administrative Assistant. All checks shall be made payable to WMUMC. (The Worship Committee establishes a fee schedule for all wedding related activities.) The cost to repair any damages to equipment or property will be the responsibility of the group who reserved the space.
- **Scheduling** – All Building church-related activities shall be coordinated with the Facility Manager. Requests for specific dates and times shall be coordinated in the same manner as any other request. The Facility Manager, the requesting church organization and the current holder of that date or time will work any and all conflicts. Church staff shall coordinate with the Facility Manager to ensure any requirements (chairs, tables, Audio/Visual, etc.) are requested at least 14 calendar days prior to the event. Staff shall ensure that any setup and takedown is completed in the same manner as any other event.
- **Clean up** – Each group using the facility shall be responsible for leaving the facility in its original setup and condition. This shall include any necessary washing, wiping, sweeping and mopping that may be required due to the use of the facility. Also, this includes returning any chairs, tables, or equipment to the original position and manner.
- **Kitchen use** – Any professional food handling services requiring the use of the kitchen and/or handling of food needs to provide a copy of their food handlers card. Any outside catering (done by commercial entity or other organization) must be approved by either the Trustees or Building Facility Manager. Any parties utilizing the kitchen facilities has full useage of all appliances in accordance with posted guidelines or directions.
- **Banners or signs** – No banners, signs, flags, streamers, etc. are to be attached to or hung from any wall, post or beam within or outside the facilities without the approval of the Trustees.
- **Audio/Visual Usage** – Any request for Audio/Visual support, to include usage of the Celebration Center stage and/or stage lighting, shall be done through the Facility Manager. A pricing sheet for A/V items can be obtained through the Manager's office.
- **General Concerns** – No alcoholic beverages, illegal drugs, profanity or gambling are allowed on church property. No smoking inside the building. No firearms or weapons are allowed on WMUMC property for any reason other than law enforcement. Children must be supervised at all times and meet WMUMC's Child

Protection Policies where appropriate. Use of the facility must be limited to the area approved. WMUMC's nursery facilities are not available to all activities unless coordinated with the Nursery Team Coordinator.

While WMUMC encourages all parties to utilize our facilities, it is recognized that conflicts will occur. In an effort to be transparent and clear, certain prioritizations do exist. These are not absolutes and are subject to coordination between all groups and organizations. To be more specific, there are several WMUMC-sponsored ministries that utilize the Celebration Center. It is imperative to the success of these ministries to "lock-in" certain time slots where feasible. Examples: Emergent Worship Service and related Praise Band practice, Drama, After School Open-gym Basketball, Upward Basketball and Cheerleading, the Cookie Walk, Operation 757, Vacation Bible School, and PORT. These ministries rely on renewing their schedules for the entire year which often crosses calendar years. These schedule requests shall be approved each year by the Trustees and any changes affecting the approved ministry schedule shall be brought to the Trustees to collaboratively find a mutual disposition.

Generally speaking, the prioritization for use of the WMUMC facilities is as follows:

1. WMUMC related or sponsored activities (services, meetings, Upward activities, Drama, Early Childhood Music School, women, men, youth, children, etc.)
2. District, Conference, Jurisdiction, or General UMC activities
3. WMUMC-sponsored outside group activities (AA, TOPS, PAA, Scouts, Port, AAU etc.)
4. Ecumenical activity
5. Community activity
6. Secular activity (Newport News Recreation, Lions Club, etc.)

For-profit groups shall not use WMUMC facilities/property unless they have been invited or sponsored by one of the WMUMC ministries in support of the church mission and have been approved by the Trustees.

WMUMC reserves the right to deny the privilege of facility and equipment use at its discretion.

WMUMC reserves the right to cancel any Facility Use Agreement if terms are not met.

The Trustees of WMUMC shall annually review the use of the facilities and this policy. The Church Council shall ratify any changes to the policy. Any changes to this policy may be submitted for approval by the Trustees and ratified by the Church Council at any time.

Approved by Church Council – July 21, 2011

Approved by Church Trustees – July 28, 2011

Approved by Leadership Team and Trustees – June, 2014

Warwick Memorial United Methodist Church
Fee Schedule
(Non-members)

Item	Fee	Remarks
Celebration Center	\$100/hour	4 hour minimum)
Facility manager to open, remain on site and close for 4 hours	\$50.00	(\$20.00 for each additional hour)
Set up and Break down (Table and chairs)	\$50.00	
Custodial service	\$50.00	
AVL services	\$150.00	(plus \$50.00 per man an hour)
Kitchen	\$100.00	

Notes:

- Rental of the Celebration Center is for usage of the gathering area, gym, stage and stage lighting.
- The fees may be waived/altered by the pastors with coordination of the Trustees. Trustees retain right to waive or adjust fees.
- Church members fee for personal usage is \$25.00 an hour to cover utilities.