

Facility Use Policy



**Wesleyan Chapel UMC
Wilmington, NC**

Revised 3/1/2022

Wesleyan Chapel United Methodist Church



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Wesleyan Chapel UMC welcomes the use of its facilities by church members and other groups who support the mission of the congregation... *“To grow together in Christ to produce His fruit.”*

Use of the church facility shall always be scheduled with the front office administrator and approved by the Trustees or the lead Pastor.

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. This policy does not cover the use of the facility for weddings. Please refer to the *Wedding Policies and Guidelines* for use of the church for weddings and wedding receptions.

The following policy guidelines are set forth for building and facilities usage:

1. Who may use the Church (in order of priority):

- Wesleyan Chapel UMC Worship Services, Bible Studies, Small Groups and/or other church activities and events that promote our mission and strategy will have top priority in scheduling.
- Service and charitable organizations (Voting Precincts, Red Cross, Blood Banks, Boy Scouts, NA, etc.) may be approved to use the facilities on an “as available” basis. Use will be at no charge.
- WCUMC members may request the use of facilities at the church for private events subject to approval by the Trustees. Members should contact the administrative office and fill out a Facility Use Form to establish availability, planned activities, and responsible individuals.
- Outside social, civic, and educational groups must submit a request to utilize the facility, including complete documentation on the organization's mission, goals, and values before being considered for approval. Outside groups will pay a facilities usage fee, custodial services fee and a host/hostess fee as necessary to help defer maintenance and operating cost. (See Fees & Charges on page 10)

2. Who may not use the Church:

- Partisan political groups
- Groups operating for commercial gain
- Organizations whose activities are in conflict with the mission and doctrine of WCUMC and the United Methodist Church.

3. When the Church Building can be Reserved:

- Church-sponsored worship services, Bible Studies, activities and events leave minimal time for building usage of outside organizations. Therefore, we limit the use of our facility to primarily WCUMC functions. Other organizations may be considered, based on space availability and only those organizations whose goals and values are not in conflict with the goals and values of Wesleyan Chapel UMC.
- For specific details on availability, please contact the church office.

4. Procedures and Guidelines for Scheduling Facilities:

- Potential groups wishing to use church facilities should contact the front office administrator to request space use.
- Scheduled meetings and events by the church will take precedence over all other requests.
- Only the pastor or Trustees will approve requests for building use and only the office administrator will finalize the reservation information.
- Those approved for building use will subsequently need to sign the Facility Use Request Form indicating that they understand the use guidelines and agree to the Hold Harmless Agreement. Approval for use is limited to the requesting organization/individual and cannot be delegated or assigned. Depending on the activities planned, the church may require proof of liability insurance to be submitted with the Request form.
- A single responsible adult must be named for each usage event and must be with the group at all times when facilities are in use. Children are not to be alone moving about the building. Minor children must be supervised (in the same room) by an adult at all times.

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- Smoking and non-prescriptive drugs are prohibited in the building.
 - Alcoholic beverages will not be permitted anywhere on the church campus.
 - Playing of music with offensive or profane language is prohibited anywhere on the church campus.
 - **Decorations:** Exits must be free of decorations due to fire regulations. No screws, tacks, wire, tape, pushpins, or nails shall be used on the wall, furniture, or pews. No pictures may be hung on the walls, and no statues may be erected. It is the responsibility of those reserving the building to remove all decoration, personal property, food, beverages, trash and any other items that are not the property of WCUMC. Items must be removed the day of the activity.
 - As a general rule, facilities may not be reserved more than 60 days in advance, except for weddings.

5. Use of Equipment:

- Any use of audio-visual equipment in the rooms/venues with AV requires a member of the audio-visual team from WCUMC. A member of the audio-visual team will only operate the audio-visual equipment. (See Fees & Charges– page 10)
- The use of additional audio-visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, computer equipment is to be provided by group.) For members and non-members, a fee will be incurred for the use of an audio-visual technician. (See Fees & Charges– page 10)
- No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior written approval by the Trustees.
- Non-member groups using the facility may use tables, chairs, and lecterns, as their set-up requires.

6. Fees:

- For non-members and organizations, a refundable \$500 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement.
- Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows (per day fee)
 - ◆ \$250 for the use of the Sanctuary
 - ◆ \$150 for the use of the Lee Hall
 - ◆ \$200 for the Chapel
 - ◆ \$50 for use of the Lee Hall Conference Room
 - ◆ \$25 for use of any of the Kitchen areas. (No cooking allowed unless a qualified Host is present)
 - ◆ \$50 Custodial fee per area used
- Host/Hostess for Cooking in the Kitchen –
Member and Non-Member
\$100 (Covers a four-hour time frame - \$25 per hour after four-hours)

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- Audio Visual Support - Member and Non-Member \$100 (Covers a four-hour time frame - \$25 per hour after four-hours)
 - All fees for use shall be paid in advance to the church. Checks should be made payable to Wesleyan Chapel UMC. Fees may not be waived or reduced unless approved by the Trustees or the Pastor.
 - Fees will be refunded if the facilities are not available or if your reservation is cancelled seventy-two (72) hours prior to scheduled usage.

Note:

Liability insurance (minimum \$1 million) may be required for:

-Conducting business unrelated to WCUMC on church property

-Engaged in group activities where fall or injury hazards are a risk

If you would like to reserve space:

1. Review the entire policy
2. Agree to the entire policy
3. Contact the church office to request space 910-686-4041 or churchoffice@wesleyanchapel.org Paperwork will be forwarded to you.