

**FIRST UNITED METHODIST CHURCH OF
PORT ORANGE**



POLICY INFORMATION AND AGREEMENT FOR USE OF FACILITIES

A. Authorization and conditions for use

- 1. The Facility & Finance of the church have full charge of the building, facilities and grounds; and the power to revoke permits for use, if necessary.*
- 2. Permission for use will not be given for a purpose, program or activity contrary to Christian beliefs and practice.*
- 3. All facility usage requests are to be made to the Facility & Finance through the church office with the proper forms.*
- 4. Usage fees are attached.*

B. Usage expectations for all groups and individuals

- 1. Use of building(s) shall be restricted to that portion of the building(s) for which permission has been given. Restrooms will be made available.*
- 2. At no time shall there be any use of intoxicating beverages on the church property.*
- 3. No piano shall be moved without approval of the Director of Worship & Music or Facility & Finance.*
- 4. Smoking is not permitted in the church buildings.*
- 5. The person(s) in charge of the group, for any program – church related or not – will be responsible for the care of the facility.*
- 6. The kitchen entrance may be kept locked at the discretion of the Facility & Finance.*
- 7. All groups are responsible for their own set-up. The room(s) must be restored to its original condition before leaving, unless otherwise agreed with Facility & Finance.*
- 8. No group of children/youth shall use the buildings without adult supervision. Minimum supervision will be 1 adult to 7 children with 2 adults present at all times.*
- 9. Building keys must be requested from the church office, after approval of request. ID may be required to check out a key along with a 'sign out and dated' record. Any duplication of keys, unauthorized, may terminate the approved request for that group or person.*
- 10. Persons in charge of a group will be responsible for turning off the lights, AC/heat, fans, and for locking the room at the conclusion of the event.*
- 11. Any group using the buildings for any purpose other than scheduled church programs, shall assume all responsibility for all claims resulting from accident, theft or other causes, during the time of their usage. In some cases a Copy of Certificate of Liability Insurance naming FUMCPO as the "Additional Insured", may be required.*

C. Use of Kitchen

- 1. Please leave the kitchen as you found it and just as clean or cleaner.*
- 2. No leftovers (food or beverage) can be stored.*
- 3. Coffee pots must be cleaned after use.*

4. *Food may be stored up to two weeks before use.*
 5. *Sink and counters must be washed and left clean and free of food, drink, dishes and storable equipment.*
 6. *All used dish towels must be placed in receptacle.*
 7. *All garbage must be removed and placed in the dumpster at the close of each event.*
 8. *Kitchen floor must be swept.*
 9. *Be sure all lights, AC/heat, and fans are turned off before leaving.*
 10. *Use of gas stove requires specific approval by the Facility & Finance and kitchen staff.*
 11. *Staff person must be present when kitchen is in use. (see fee schedule for cost)*
 12. *Children under 14 are not permitted to work in the kitchen and youth 14-18 will be allowed with adult supervision and guidance in the use of the kitchen.*
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FACILITY USAGE FEES

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
Sanctuary including ready room(s), parking, rest rooms, Sound system, heat/AC, lighting, altar candles (2 day access)	No Charge	\$500
Fellowship Hall (accommodates (152) including parking, rest rooms, heat/AC, sound system, tables and chairs.	No Charge	\$300
Classrooms (each) with TV/DVD available	No Charge	\$35
Kitchen privileges including stove, refrigerator, plates, flatware, cooking utensils.	\$150	\$150
Fee for Staff Person	\$100	\$100
Custodial Services (payable to church)	\$100	\$100
Sound and Lighting Technician (required for Sanctuary)	\$75	\$75

Date of Use of Facility: _____ **Building Requested:** _____

Name of Group/Person: _____

Contact Phone (H) _____ **(C)** _____

Contact Email: _____

Signed: _____ **Date:** _____

For Office Use Only

Date of Approval: _____ **Key(s) Acquired:** _____ **Returned:** _____

Shareddata/Administration/Building Use Rental/Building Use Forms