

Community United Methodist Church
3487 Route 130, Irwin, PA 15642

POLICY GOVERNING USE OF CHURCH PROPERTY

Community United Methodist Church realizes its community nature and with a sincere desire to support community projects consistent with Christian teachings will through its Church Office make available, upon request, its facilities in accordance with the following policy revised and accepted by Church Council May 25, 2011

- A. In view of rising costs for utilities and maintenance, continuation of present policy will depend on the groups using the building sharing the responsibility and costs for the care and upkeep of the facilities. This policy is for the guidance of all groups requesting the use of the church facilities. Commercial (for profit only) activities will not be considered. However, fund raising activities that generate a profit for charitable purposes may be approved on a case-by-case basis.
- B. Alcoholic beverages, drugs, games of chance, and tobacco products are prohibited. Conduct is expected to be in keeping with the Christian faith as interpreted by the United Methodist Church. No vulgar, obscene or profane language or behavior will be permitted anywhere in the building or on Church grounds. All activities must be under competent adult supervision at all times.
- C. Application for use of the facilities shall be submitted on a *Request For Use* form available from the Church office or CUMC web site, to be submitted for approval by the Church Office, Multi Ministry Room Coordinator (MMRC) or the Facilities Usage Team. While exceptions may occur, the request should be submitted at least one month prior to the requested use of the facility.
- D. If there is any question about the proposed activity, sponsoring organization priority, or donation schedule, the request is to be referred to the Church Council. The Council's decision is final. Outside groups using the Church building are assumed to understand the use of its facilities is a privilege granted by Community United Methodist Church to qualifying community groups, at the discretion of the Church Office, MMRC, or the Facilities Usage Team. This permission may be withdrawn or suspended at any time the Church's own activities require the facilities or in case of failure to comply with the stated rules. A notice of thirty (30) days will be given, if possible.**
- E. Use of facilities under emergency conditions, such as over-night accommodations by church affiliated tour groups, may be authorized by the Pastoral Staff when there is not sufficient time to submit and obtain approval under normal circumstances.
- F. Do not begin to set up for your activity in Fellowship Hall until one-half hour following any Church service, i.e. 7:30 PM on Saturday and 12:30 PM on Sunday.
- G. No meeting or activity will continue later than 11:00 PM unless special permission is granted with approval application.

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- H. All groups using the kitchen MUST MAKE CONTACT WITH a representative of the CUMC Kitchen Team to receive instruction in the proper use of kitchen appliances. Contact the Church office for Kitchen Team members who will assist with this task.

- I. Any group or individual using the facilities will be responsible for any damage, breakage of dishes, appliances, etc. Rooms are to be cleaned and place in the same order as found before use. All garbage is to be bagged and placed in the dumpster at the rear of the Church. If the Church experiences additional costs due to cleanup, repair or replacement of property, the group using the facility will be held liable for those costs. Payment of such costs, if they occur, shall be to Community United Methodist Church. Personal property is used at the owners risk.

- J. All organizations using the Church are responsible for TURNING OUT ALL LIGHTS, including restrooms and when appropriate, locking the outside doors. It is the responsibility of the group or individual that is using the facility to become familiar with the procedure of locking the external doors.

- K. Users will defend, indemnify and hold the church and its officers, employees, and agents, harmless from any and all claims, actions, suits, and judgments or every kind arising from or in connection with the users' activities. The Church may require users to provide insurance.

- L. Church events are considered primary and those groups/individuals who wish to schedule time using the facility are reminded that a change in the schedule may be possible. A thirty (30) day notice will be given when possible.

Use of any facilities will entail normal "wear and tear" through use, even when done thoughtfully. Groups and individuals show appreciation through a donation to the church for the use of the facilities. These gifts help the Church and the community by offsetting the cost and maintenance of the facilities. A list of suggested donations can be found on the Use of Facilities Information document.

I certify that I have read, fully understand, and agree to the above policy. Submitting this document electronically will signify my signature.

Signature

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