

## **Lancaster United Methodist Church (LUMC) And Fellowship Hall Policy**

The policy of Lancaster United Methodist Church, hereinafter may be referenced as LUMC, is to use its building for its own programs, for special events of its members, and for community outreach activities. LUMC will only rent building space for nonprofit, family use or church sponsored events. We encourage all to use proper social distancing and masking as suggested in CDC guidelines.

### **Sanctuary**

Use of the sanctuary is restricted to events in which the pastor leads or participates and events that do not need pastoral leadership (e.g., hymn sings and concerts) which have received approval of the pastor and the Trustee Team.

Requests for use of the sanctuary for events in which the pastor does not lead or participate shall be submitted in writing to the pastor and chairperson of the Trustee Team at least thirty days before the event. Requests will be reviewed and acted upon by the Trustees at regularly scheduled meetings. The Trustees meet on an as necessary basis.

Use of the sanctuary does not include use of the piano, organ, keyboard, or sound system. Specific arrangements can be made for their use with the approval of the pastor and the Trustees in consultation with the music director. If permission to use the sound system is granted, a trained person approved by the Trustees must be present to operate the equipment.

No food or beverages are allowed in the sanctuary (Except bottled water).

### **Meeting Areas**

Areas available for meetings and events are the Fellowship Hall, Overflow Room and Board Room. Responsibility for care of these rooms is detailed in the user responsibilities included to this Policy.

Wedding receptions, funeral luncheons and regular church functions, including but not limited to team meetings, LUMC group fundraisers, shall be scheduled through the church office and do not need the approval of the Trustee Team.

### **Event Requests**

Requests for events involving church members that fall outside regular church programs such as birthday parties, anniversaries, baby showers, family reunions or family holiday dinners shall be submitted in writing to the office for the pastor and the Trustee Team to review at least thirty days before the event. Requests will be reviewed and acted upon at the regularly scheduled meeting. Upon approval, the event will be scheduled by the office staff.

Special events, one-time or recurring, for community-based organizations shall be scheduled through the Trustee Team. Community based organizations may be asked to provide proof of insurance. Requests for space for events shall be submitted in writing to the office for the pastor and the Trustee Team to review at least thirty days before the event. Requests will be reviewed and acted upon at the regularly scheduled meeting. Note: Pastor or Trustee Team can approve or deny usage if a decision is needed before a scheduled meeting. Upon approval, the event will be scheduled by the office staff.

If church owned audio-visual equipment is required for special events for members or community-based organizations, a trained person approved by the Trustees shall be present to operate the equipment. The name of the person who will operate the equipment shall be included in the request for meeting space. If a group does not have a qualified person, the church will charge an additional fee for the services of a trained person.

## **Alcohol and Tobacco**

The use of alcoholic beverages or tobacco products is not allowed in the church or on church property.

## **Damage**

Compensation to the church for damage caused to the church building or other property beyond normal use is the responsibility of the person or group requesting use of the space. Compensation shall cover the costs of repairing or replacing the damaged property as deemed appropriate by the Trustees.

## **Equipment**

Church owned equipment or furniture shall not be removed from church property for personal use as determined by the Trustees.

## **Kitchen**

The use of the kitchen shall be subject to the same regulations as the use of other portions of the building. These regulations are detailed in the User Agreement Form attached to this policy. In addition, a church member approved by the Trustees shall be present whenever food is prepared in the kitchen. The name of the church member who will be present during food preparation shall be included on User Agreement Form. Use of the convection ovens and dishwasher are to be operated by approved persons only.

## **Payment, Deposit and Cancellation Policy:**

A 50% Deposit is due within 3 business days of event approval notification. The deposit will be applied to the rental cost unless there is a cancellation. The deposit returned will be prorated based on the time of notification. If cancelled at least 30 days prior to the scheduled event date, a full refund will be issued. If notification of cancellation occurs less than 30 days (14-29 days prior) before scheduled event, 50% will be refunded. No deposit will be returned if notification of cancellation occurs less than 2 weeks prior to event. Final payment is due 3 business days prior to scheduled event date. Payment may be made by cash or check. Checks shall be made payable to the Lancaster United Methodist Church (With exception for Pastor, Musicians and UMW).

## **Reserving Space**

Individuals and groups requesting the use of all, or any part of the Lancaster United Methodist Church building shall complete a User Agreement Form and submit it to the church office at least 30 days before the event for which the space is requested. This Form shall constitute the written request for space. The church secretary will keep requests on file for the monthly Trustees meetings. Individuals and groups requesting space will be contacted soon after a Trustees meeting about the outcome of their requests.

## **Weddings:**

Weddings must be pre-approved by the Pastor prior to renting space.

The entire building is available to a couple for a wedding rehearsal and fees are as stated. Kitchen use requires prior approval.

Honoraria for the pastor is \$150. Musicians' honoraria are extra.

## Building Use Fees

The following fees are required for the space usage listed below:

### Member:

Area	Fee
Sanctuary	\$100
Fellowship Hall/Kitchen	\$200
Overflow Room	\$ 25
Board Room	\$ 25

### Non-Member:

Area	Fee
Sanctuary	\$175
Fellowship Hall/Kitchen	\$350
Overflow Room	\$ 25
Board Room	\$ 25

### Non-church sponsored on-going events (3 weeks minimum):

#### Member or Non-Member

Area	Fee
Fellowship Hall:	\$25/week
Fellowship Hall/Kitchen:	\$20/week
Basement:	\$20/week
Overflow Room:	\$10/week
Classroom:	\$10/week

## Exceptions

The Trustee team may modify the fee for any event.

**Funerals:** Members of the LUMC will not pay a rental fee for space. However, a \$50 maintenance fee is charged and will be paid to the LUMC by the funeral director. For non-members, the maintenance fee is included in \$350 fee. The United Methodist Women will serve funeral luncheons/suppers. The fee is \$100, is collected by funeral director and is paid to UMW. Building use fee will be collected by funeral director and is paid to LUMC.

## **Church Responsibilities:**

1. Act in a timely way on requests for space.
2. Clean before the event.
3. Set up and take down furniture and equipment for the event.
4. Provide garbage cans and remove garbage.
5. Arrange for opening and locking the church.
6. Arrange for heating or cooling.

## **User Responsibilities**

1. Pay for the use of the church on time. Final payment is due 3 business days prior to scheduled event date.
2. Leave the area you use in the same condition or better condition than you found it. This includes taking home with you anything you brought in unless prior arrangements have been made to leave something at the church.
3. Stay within designated areas and allotted times. Do not use unauthorized equipment.
4. Attaching decorations to walls or ceilings is not permitted.
5. Use designated receptacles for garbage.
6. Provide any equipment and materials for your event that you have not specifically arranged for the church to supply. There may be an extra charge for the use of church materials and equipment.
7. Supervise children in a way that protects church property and to be certain children are supervised at all times.
8. Be certain at least two adults are present at all times at any event for children or youth.
9. Sign a liability waiver. You may need to provide proof of insurance at the request of the Trustees.
10. Notify the church office if anything is broken.

**Lancaster United Methodist Church  
User Agreement Form**

Event: \_\_\_\_\_ Date and Time: \_\_\_\_\_ Purpose: \_\_\_\_\_

Set Up Date/Time: \_\_\_\_\_ Take Down Date/Time: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

**Requested space** (check all that apply):

Sanctuary \_\_\_\_\_ Fellowship Hall/Kitchen \_\_\_\_\_ Overflow Room \_\_\_\_\_ Board Room \_\_\_\_\_

**Fellowship Hall Room Setup:** Banquet \_\_\_\_\_ Other \_\_\_\_\_

Equipment requested (if audio-visual equipment, convection ovens or dishwasher, trained person **must** be present):

\_\_\_\_\_

Trained LUMC Person to operate church equipment: \_\_\_\_\_

(Application does not guarantee presence of approved person. Trained person must be present)

**Indemnification Clause/Waiver of Liability**

The Permittee(s) agrees to indemnify and hold the Lancaster United Methodist Church harmless against and from any claim, cause of action, damage, accident, injury, cost, expense, demand, or liability arising from any action or inaction, including negligence, by the Permittee's use of facilities in connection with this User Agreement Form. In case any cause of action or proceeding is brought against the Lancaster United Methodist Church, the Permittee(s), upon notice from Lancaster United Methodist Church, agrees to defend such cause of action or proceeding by counsel reasonably satisfactory to Lancaster United Methodist Church. Lancaster United Methodist Church will be held harmless from any claim, cause of action, damage, accident, injury, or liability caused by the Permittee(s) or Permittee(s) use of the facilities.

I HAVE READ THE "LANCASTER UNITED METHODIST CHURCH AND FELLOWSHIP HALL POLICY" AND AGREE TO ABIDE BY THE RULES AND PAY THE FEES AS SET FORTH THEREIN. I ALSO CONFIRM, BY SIGNATURE BELOW, RECEIPT AND ACCEPTANCE OF THIS INDEMNIFICATION CLAUSE/WAIVER OF LIABILITY.

Group \_\_\_\_\_

Group Leader/Authorized/responsible party (Print Name): \_\_\_\_\_

Sign Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Today's Date: \_\_\_\_\_