

Facilities Use Policy

Wesley Freedom United Methodist Church

961 Johnsville Rd. Sykesville, MD 21784

1) **Statement of Purpose**

As a body, the members, trustees, directors and staff of Wesley Freedom United Methodist Church (WFUMC) believe that a church serves not only its membership family, but also the community of which it is a part. Wesley Freedom desires to open its doors, literally and figuratively, in that spirit to individuals and groups whose requests have merit in terms of ministry and community service. The following policies have been written and approved in order to standardize and regulate the use of the building, grounds, and equipment of Wesley Freedom United Methodist Church.

For all those requesting use of these facilities, it is understood that Wesley Freedom United Methodist Church is a religious, not-for-profit, tax-exempt organization. It is further understood that the Renter/User will not conduct or allow to be conducted any program(s), or take or allow to be taken any actions that damage the image or undermine the principles and beliefs of Wesley Freedom United Methodist Church.

2) **Facilities Available for Use & Specific Procedures**

The following areas are available for use in accordance with specific procedures contained in this section AND the general procedures, regulations, and restrictions listed in Section 6. Anyone approved for use of WFUMC facilities must arrange for access to the building and ensure that all spaces used are returned to their condition before being used. In some situations, keys to the building will be issued by the Church Office Manager. In all cases, doors used for access to the building must be locked after the event.

1. [Main Sanctuary](#) (without Sound System)

When using the main Sanctuary, the lights are controlled from the main light panel. Lights are turned on by pushing up on the tabs at the bottom of each control. The dimmers should not be adjusted by anyone but the church staff. To change the temperature:

- Push up-arrow to raise the temperature
- Press down-arrow to lower the temperature
- Repeat the up/down action until the end of the scheduled event shows on the displayed clock
- “*Temporary*” will show up in the display
- Please **do not**:
 - Press the hold button
 - Set the schedule or time; the Church Staff will establish the Schedule for this Thermostat and take care of time settings

** Note: For Weddings, please consult the WFUMC Wedding Coordinator.

2. [Main Sanctuary](#) (with Sound System)

The main Sanctuary can be used with the Sound System, but only by individuals who have been trained to operate the sound system. The Church Office Manager may be able to arrange a training session or arrange for assistance by a trained individual – potentially for a negotiated fee.

3. [Community Life Center \(Room 500\)](#) (without Kitchen)

The Community Life Center (CLC) may be used for meetings and social gatherings for roughly 150 people. It is possible to project slide show presentations. The thermostats for the CLC are located in the entry area between the CLC and the Narthex. As with the controls in the sanctuary, individuals setting the temperature should not press the hold button or change the schedule.

4. [Community Life Center \(Room 500\)](#) (with Kitchen) [\(Room 501\)](#)

The CLC Kitchen may be used, but only after leaving a security deposit with the Church Office Manager; the specific amount differs for WFUMC, affiliated organizations, and non-members and those fees are shown in their respective sections. In addition, the use of the stoves and dishwasher must be in accordance with instructions provided by the WFUMC Office Manager. The Security deposit will be returned within a week of the event, provided the kitchen is returned to its original condition and in accordance with local health guidelines.

5. [Fellowship Hall \(Room 300\)](#)

Fellowship Hall may be used for meetings and social gatherings for roughly 100 people. It has a pull-down screen and overhead projector for slide show presentations. There are tables and chairs in the closet and the hall is next to a small kitchen. Note that while the hall has electric heating elements, air conditioning is not available.

6. [Conference Center \(Room 201\)](#)

- The Conference Center in the old Education Wing can be used for meetings for up to 12 people.
7. [Wesley Parlor \(Room 303\)](#)
Wesley Parlor in the old Education Wing can be used for meetings for up to 30 people. It is also connected to the small kitchen. HVAC controls are located in the adjacent Susanna Wesley room.
 8. [Susanna Wesley Room \(Room 304\)](#)
The Susanna Wesley room in the old Education Wing off Wesley Parlor can be used for meetings for up to 15 people. It also has easy access to the small kitchen.
 9. [Music Room \(Room 101\)](#)
The Choir room may be used for music rehearsals, but only as approved by the WFUMC Music Director.
 10. [Classrooms – old and new Education Wings \(Various Room Numbers\)](#)
Classrooms in the old and new Education Wings can be used for small meetings for up to 20 people, but tables and chairs may be an issue.
 11. [Freedom Youth Center, Main Floor](#)
The main floor of the Freedom Youth Center may be used for social gathering, to include music events.
 12. [Parking Lots, Tot-Lot](#)
WFUMC Parking Lots may be used for non-Church Events only in the evening or weekends at times other than during scheduled worship services. The Tot-Lot may be used by permission from the Church Office and EYLC Staff.

3) **Use by WFUMC Members**

WFUMC members may request and be granted permission to use Church facilities at no charge and without a security deposit with the exception of the CLC and CLC kitchen. Members must request church facilities by filling out a Facilities Use Request Form or by using the WFUMC *My Church* Website, www.wesleyfreedom.org. Custodial Fee, if applicable, will be **\$20.00**/hour (non-refundable) with a minimum of 4 hours.

Fee Schedule: WFUMC members using the CLC must leave a check for \$50 as a security deposit or for \$100 if using the CLC kitchen with the Church Office Manager. Use of any part of the kitchen will also require an initial training/walk-thru prior to the event with our Executive Assistant. The check will be returned following inspection of the kitchen and verification that it has been cleaned and returned to its condition before being used. WFUMC members using church facilities are asked to consider making a donation to the Church towards the general fund, which covers the cost of utilities and building maintenance.

4) **Use by Affiliated Organizations**

Organizations designated as an affiliate with WFUMC will be granted permission to use church facilities at no cost. Typically, organizations are designated as “affiliated” if they provide a ministry and/or service to the Wesley Freedom United Methodist Church family or surrounding community. To use WFUMC facilities, affiliated organizations are required to have on file both a Facilities Use Request and a Facilities Use Contract, and to abide by the restrictions in Section 6 of this policy, including leaving the facility in the condition they found it. Affiliated Organizations using church facilities are asked to consider making a donation to the Church towards the general fund, which covers the cost of utilities and building maintenance. Custodial Fee, if applicable, will be **\$20.00**/hour (non-refundable) with a minimum of 4 hours.

As of July 2016, Organizations affiliated with WFUMC include but are not limited to visiting church groups or choirs, church groups in transit, South Carroll Food Pantry, Boy and Girl Scouting programs and 12-step Recovery Programs. The WFUMC staff, with counsel from the Board of Trustees, will consider requests by groups wishing to be designated as “affiliated”.

Fee Schedule: Organizations affiliated with WFUMC using the CLC kitchen must leave a check for **\$200** as a deposit with the Church Administrator. The use of any part of the kitchen will also require an initial training/walk-thru prior to the event with our Executive Assistant. The check will be returned following inspection of the kitchen and verification that it has been cleaned and returned to its condition before being used. WFUMC affiliated organizations using church facilities are asked to consider making a donation to the Church towards the general fund, which covers the cost of utilities and building maintenance.

5) **Use by Non-Members**

Non-Members may request and be granted permission to use the church facilities for non-ministerial meetings and not-for-profit gatherings. All non-member groups wishing to use WFUMC facilities are required to have on file both a Facilities Use Request and a Facilities Use Contract, and to abide by the restrictions in Section 6 of this policy, including leaving the facility in the condition they found it. If granted

approval, a charge will be assessed in accordance with the fees listed in this section. Payment in full will be due with the signing of the contract.

Fee Schedule for Non-Members:

- Main Sanctuary - **\$100** an hour for the first two hours, **\$50** per hour after two hours.
- Community Life Center (CLC) without Kitchen - **\$50** an hour for the first two hours, **\$25** per hour after two hours, plus a check for **\$100** as a security deposit which will be returned following verification that the room has been returned to its condition before being used and cleaned of all trash.
- Community Life Center (CLC) with Kitchen - **\$50** an hour for the first two hours, **\$25** per hour after two hours, plus a check for **\$300** as a deposit with the Church Office Manager. The use of any part of the kitchen will also require an initial training/walk-thru prior to the event with our Executive Assistance. The check will be returned following inspection of the kitchen and verification that it has been cleaned and returned to its condition before being used.
- Fellowship Hall - **\$50** an hour for the first two hours, **\$25** per hour after two hours.
- Conference Center, Wesley Parlor, Susanna Wesley Room - **\$25** per hour
- Classrooms - **\$10** per Hour
- Freedom Youth Center, Main Floor - **\$50** an hour for the first two hours, **\$25** per hour after two hours.
- Parking Lot, Tot-Lot – No charge unless trash is not properly removed.
- Custodial fee - If a custodian is needed the rate is **\$20.00**/hour (non-refundable) with a minimum of 4 hours.

Waiver of Fees can only be approved by the WFUMC Staff

6) General Procedures, Regulations, and Restrictions

The following regulations and procedures apply to all requests and contracts associated with the use of Wesley Freedom United Methodist Church facilities. As such, all Renters/Users must be familiar with and agree to abide by them as part of any contractual agreement with Wesley Freedom United Methodist Church.

A. Procedures

All requests for use of Wesley Freedom United Methodist Church must follow these procedures:

1. All individuals or groups requesting use of the facilities must either contact the WFUMC Office Manager (in person or by calling 410-795-2777 during regular business hours), or through the Church's "My Church" website (www.wesleyfreedom.org). The Office Manager will check the schedule for availability of the requested space(s) at the requested time. All approved reservations will be added to the Church Calendar.
2. Non-Members must fill out a Facilities Use Request Form (Addendum A) and present that request to the church Office Manager. It is requested that the Facilities Use Request Form be provided four (4) weeks prior to the event if possible.
3. If a group is granted permission to use church facilities, a completed and signed "Facilities Use Contract" (Addendum B) must be signed and must be on file with the Office Manager, with full payment of fees prior to the event.

B. Regulations/Restrictions

If a request is approved and contracted the following regulations apply:

1. Church functions always hold priority. No auxiliary use of church facilities or property will be permitted unless approved by the Office Manager.
2. Any religious ceremony conducted by any persons other than a WFUMC Pastor must be approved by the WFUMC Senior Pastor.
3. The Church Offices and EYLC Offices may not be used by anyone except by Wesley Freedom UMC and EYLC staff.
4. No church property (e.g. tables, chairs, electronics) can be borrowed from the church. The only time when church property may be taken off the grounds is for Church Worship Services conducted by a WFUMC Pastor.

5. The use of alcohol or drugs on the property is prohibited.
6. The use of tobacco may only be used at designated areas outside the building.
7. No firearms or fireworks are permitted on the property and/or their discharge.
8. No fires will be allowed in or on the property without the expressed consent of the Chairperson of the Board of Trustees or the WFUMC staff, and only for barbecue grills or small campfires.
9. Use of motor vehicles will be limited and only operated on/in designated driveways and parking lot areas. No vehicles are allowed on the grass areas or front walkways, even for deliveries.
10. The Renter/User agrees to see that the Renter/User, its members, guests or invitees, damages no trees, shrubs or grass areas on the premises.
11. No changes to the settings in the heat or air conditioning system are authorized. ONLY Wesley Freedom United Methodist Church staff are to make changes in thermostats.
12. The Renter/User agrees to provide supervision, to the extent that said activities are carried on in a safe and orderly manner, for all areas defined as part of this agreement.
13. The Renter/User shall provide adult supervision when using WFUMC facilities for Youth Events. The Renter / User may determine the appropriate ratio for Adults to Students, but Youth Safety is a primary tenant of WFUMC and the WFUMC Office Manager will inquire as to the Ratio when confirming the event.
14. If Food and/or drinks are served, the Renter / User shall ensure that all leftovers are removed from the Church in a proper manner. No food shall be left behind.
15. Tacks, nails, pins, screws, tape and gum are not to be used to fasten decorations to the floors, chairs/pews or any other furnishing within the church.
16. No animals, except for service animals, will be allowed inside any area of the facility unless prior, specific approval is granted by the Trustees.
17. At no time will commercial vehicles be allowed to park on WFUMC property.
18. The Renter/User agrees to ensure that the premises of Wesley Freedom United Methodist Church, its buildings, fixtures and furniture are left in the clean and sanitary condition (this includes the rented space, restrooms and common areas) in which they were found. If additional janitorial services are required, the Renter/User will be charged additional fees.
19. The Renter/User agrees that if, upon final inspection by Wesley Freedom United Methodist Church at the conclusion of the activities the building, grounds, fixtures are found to be damaged, they will be legally responsible for that damage for any cause whatsoever. The Renter/User further agrees that they will pay for any damages arising out of this use of the facilities.
20. The Renter/User shall comply with all laws, rules, regulations and requirements of all governmental bodies (Federal, State, County or Municipal) during the contracted event and shall hold Wesley Freedom United Methodist Church harmless in all said matters including all code enforcement violations caused by the Renter/User.
21. Wesley Freedom United Methodist Church may not be held responsible in any way whatsoever for any injury, loss of life or property damage incurred in the building, on the grounds or parking lot areas. The Renter/User assumes full responsibilities for such eventualities during the time he/she is at Wesley Freedom United Methodist Church.
22. The Renter/User agrees to indemnify and hold harmless Wesley Freedom United Methodist Church from and against any and all claims, demands, action, including counsel fees and other costs defending against the same for loss, damage, or facilities by the Renter/User, its members, guests or invitees. (A Certificate of Insurance may be required.)

7) Facility Use Renewal of Contract

Events conducted by affiliated organizations or non-members that are on a regular basis (weekly, monthly, etc.) will be under contract. Each contract will be reviewed in August for renewal or cancellation depending on facility availability. No one is guaranteed space and must renew their contract every August.

Facilities Use Request Form

Wesley Freedom United Methodist Church

Before any group or individual is contracted to use church facilities the following form must be completed, signed and approved by the Church Administrator or their designee. Upon approval a Facilities Use Contract must be filled out and filed with the Office Manager. ***NOTE: Church Members that have accounts with the WFUMC "My Church" website (www.wesleyfreedom.org) can request the use of WFUMC facilities through that website. The Church Administrator will approve or deny the request based upon availability.

Category: Member Affiliated Organization Non-Member (Circle One)

(Please Print)

Person making the request _____

Name of Organization if Applicable _____

Applicant Address _____ Phone _____

Fax _____ E-mail _____

Organization Address _____ Phone _____

Fax _____ E-mail _____

Person in Charge _____ Type of Activity ____ Birthday Party _____

Date(s) needed _____ Time needed _____

Is this a recurring event (multiple weeks)? Yes _____ No _____

Is so, this event is subject to be renewed under an annual contract. The contract will be reviewed annually, every August/September.

Number of People Expected to Attend _____ Number of Rooms Needed _____

Designation of Rooms _____ Kitchen to be used? Yes ____ No ____

Tables and or chairs needed _____

Other Details _____

Applicants Signature _____ Date _____

Application Accepted by _____ Date _____

I have received a copy of the Wesley Freedom United Methodist Church Facilities Use Policy Y____ N____

Applicants Signature _____

(Do not write below this line)

Date request submitted _____ Date request approved _____

Deposit Received (if applicable) _____

Custodial Fee (if applicable) _____

Signature of Determining Official _____

Return this form to the Office Manager

Facilities Use Contract Wesley Freedom United Methodist Church

(The approved Facilities Use Request Form (Addendum A) must be attached to this Contract)

1. This agreement is made on this date _____(day) _____(month) _____(year) between Wesley Freedom United Methodist Church and _____ hereinafter referred to as the "Renter/User."
2. WHEREAS, the Renter/User desires to use a certain portion of the facilities as describe on the Building Request Form for the sole benefit and enjoyment for the Renter/User and its members,
3. AND WHEREAS, Wesley Freedom United Methodist Church desires to make available to the Renter/User the above mentioned premises, to be used and maintained by the Renter/User, this contract is agreed upon subject to the following terms and conditions:
 - a. I, the undersigned state the activity and organization described in the Request for Use Form is non-commercial and not-for-profit.
 - b. I, the undersigned received, have read, understand and will abide by the procedures and regulations of the Wesley Freedom United Methodist Church Facility Use Policy.
 - c. I, the undersigned, will see to it that any member, participant, guest or invitee to this even is made aware of the Wesley Freedom United Methodist Church Facility Use Policies and will see that they are adhered to.
 - d. I, the undersigned, will use the premises for the purpose of _____ and no other purpose.
 - e. The term of this agreement shall be for _____ (term), commencing on _____ (date). The defined premises will be used on the following days _____ between the hours of _____ pm and _____.
 - f. The total fee for use of the facility (per Addendum D) is _____, including a refundable security deposit of _____. The total fee is due and payable upon submission of the contract.
 - g. Category: Waiver of Fees Member Active Constituent
 - h. Custodial Fees: _____

In witness thereof, the parties here to having executed this agreement on the day and year listed above.

Renter/User Signature _____ Date _____

Wesley Freedom United Methodist Church Signature _____

A payment of \$ _____ was submitted with this contract
A Custodial fee of \$ _____ was submitted with this contract

• *NOTE: For Weddings This Form AND The Wedding Contract contained in Addendum C must be submitted.*

By signing this contract Wesley Freedom honors the commitment to provide facility usage. No event will be canceled or rescheduled unless under extreme circumstances (ie. funeral, power outage, etc.)

Office Use Only:

Date of Contract: _____

Duration of Contract: _____

Facility Fees: _____

Janitorial Fees: _____