



## Long's Chapel United Methodist Church Facility Use Policy

### I. Policy

A. Long's Chapel desires that our church facilities be used for the glory of God. All facility requests should further the mission of Long's Chapel United Methodist Church, which is:

To reach people for becoming fully devoted followers of Jesus Christ.

B. While Long's Chapel does not discriminate in the use of our facilities on the basis of race, color, sex, ethnicity or national origin, only uses consistent with Long's Chapel's charitable and religious purposes will be considered. For this reason, no profit-making organizations or political groups will be permitted to use Long's Chapel facilities. Groups whose purposes or beliefs are not consistent with the bedrock beliefs of Long's Chapel United Methodist Church will not be permitted to use Long's Chapel facilities.

II. Responsibilities: The Board of Trustees of Long's Chapel United Methodist Church is responsible for the use and care of all church property, including the vans. They may assign scheduling and day-to-day responsibility for administration to staff as designated below, or as they deem appropriate.

### III. Organization/Administration

#### A. Category of Facility Use

Requests for use of space at Long's Chapel will be categorized as follows:

(1) Long's Chapel Church Programs and Functions. The internal programs of the church are given the highest priority in use of the facilities. This includes worship services, Sunday school classes, Wednesday evening programs, adult, youth, children's and music ministry activities, and church committee, board, and staff meetings.

(2) Long's Chapel Sponsored Ministries and Programs. Programs and activities formally identified by Long's Chapel's Church Council as ministries or programs we support because they are consistent with the calling and core identity of this church. Examples include the Child Enrichment Center, UMW, small group Bible studies, Celebrate Recovery, Divorce Care, Grief Share, Scouts, etc.

(3) Member Weddings and Funeral/Memorial Services. The third level goes to celebrate the sacrament of marriage of Long's Chapel members or family members and to celebrate the lives of Long's Chapel members or family members who have preceded us in death.

(4) Congregational and Connectional events and activities and use by non-profits for religious or charitable causes. The fourth level is for activities of Long's Chapel's congregation that are open to, and primarily attended by, those who attend Long's Chapel but may also include some non-members; also, events sponsored by or related the United Methodist Church; non-profits whose mission clearly states religious or charitable purposes and that do not charge an admission for an event. Examples include bridal or baby showers, small group or class socials, district/conference workshops, classes, and dinners.

(5) Community Uses. The fifth category is for requests by community groups, or other non-Long's Chapel organizations. This category could include private family reunions, birthday parties, non-profits who are not religious or charitable in nature, and events for which an admission is charged. A paid staff member or authorized event coordinator (see fee schedule) must be on premises at all times if the event is held outside of normal office hours.

#### B. Procedure for Requesting Use

1. Complete the "Facility Use Request Form" (available in the church office or on-line at [www.longschapel.com](http://www.longschapel.com)) at least one month but not more than six months in advance of the event and return it to the Office Manager. Dates will not be "held" pending the submission of the Facility Use Request form.
2. The request will be reviewed by the church staff at the next regularly scheduled staff meeting. If approved, a copy of the Agreement and Guidelines for Use of Long's Chapel Facilities and, when appropriate, a copy of the Safe Sanctuaries policy, will be sent to the group's contact person for signature. The Agreement must be signed, and any applicable fees paid at least two weeks prior to the event.

#### C. Insurance

The church may ask each community or outside organization to furnish, at time of payment of applicable fees, a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$500,000.

#### D. Guidelines Governing All Use of Facilities

1. Use of the facility and/or all equipment will be the risk of the participant. Long's Chapel United Methodist Church does not assume liability or responsibility for any injury to a user of the facility. Long's Chapel United Methodist Church does not make any express or implied warranty on the premises, equipment, machinery, fixtures, or furniture. All injuries should be reported to the church office as soon as possible.
2. All requests for use of the church facilities must be made in writing and scheduled through the church office.
3. We expect all groups who use Long's Chapel's facilities to be sensitive to Long's Chapel's mission and to conduct themselves in harmony with it. Vulgar or profane language and inappropriate behavior and/or dress are not acceptable.
4. No fundraising or sales may take place on Long's Chapel premises without the approval of the Board of Trustees. Gambling, raffles, or other games of chance are not permitted.

5. Users should be aware that worship accoutrements such as the drapes, banners, and staging will periodically change throughout the church year.  
Generally, the church will not consider requests to alter or change these items for a particular event.
6. Alcoholic beverages and illegal drugs are not permitted on church property.
7. Tobacco use is not permitted in any church building.
8. No pets except bona fide service animals are permitted inside church buildings.
9. No persons except law enforcement officers may possess firearms, knives, or other weapons on Long's Chapel premises.
10. No tacks, tape, nails, or staples are permitted on the walls, doors, ceilings, or woodwork of the church.
11. Requests to post signs on/in any building should be directed to the church office. For purposes of appearance, signs should be laminated or displayed in Lucite frames.
12. The use of candles or flames is prohibited except during church services. Ceremonial use of candles may be permitted on a specific occasion with the advance written approval of the Church Administrator.
13. No building keys will be issued to any party other than a Long's Chapel member or paid staff member who must remain present throughout the duration of the event.
14. All those using the facility should leave the area(s) used (including restrooms) in the same condition as when they arrived. Tables, chairs, and other equipment should be returned to their original locations. Windows should not be opened except in an emergency; any opened windows must be closed and locked at the conclusion of the event. All trash should be removed to the dumpster behind the church, not left on floors, tables, chairs, or trash cans, etc. Floors should be vacuumed or swept. Personal items or other belongings should be removed.
15. Items that are movable (i.e. tables, chairs, coffee pots, etc.) may not be removed from the premises without the approval of the Board of Trustees.
16. All lights should be turned off and, where applicable, doors locked when use is concluded.
17. Evening events must conclude by 9:00 p.m. weeknights and by 7:00 p.m. on Saturday nights to allow our custodial crew to perform their work.
18. Users are responsible for any loss or damage to church property or facilities that occur during the time they are using the facilities. Damage to buildings or equipment should be reported to the Church Administrator as soon as possible. Users are also responsible to pay the cost of any special set-ups, take-downs, or clean-up that is not included in the cost of any fees collected.
19. Church-owned musical instruments may only be used with the written permission of the Worship Director.

20. Individuals or groups using Long's Chapel facilities shall insure that all attendees remain ONLY in the approved locations of the facility and shall only gain entry to the facility during the pre-approved time period(s).
21. Free play for children/youth in Long's Chapel's playground requires continuous adult supervision and must not interfere with the normal operations of the Child Enrichment Center.
22. Food preparation and service (or catering) is solely the responsibility of the party reserving the facilities.
23. The Board of Trustees reserves the right to prohibit or terminate any activity or use that, in its discretion, it determines to be harmful, dangerous, or detrimental to the interests of Long's Chapel.
24. Any person or organization whose facility use request is denied may appeal that decision to the Board of Trustees, which is the final arbiter in such matters.
25. All church-owned sound, theatrical lighting, or projection equipment must be operated by Long's Chapel technicians (see fee schedule). Special equipment brought in for the event must be approved by the Worship Director.

#### E. Fee Structure

1. Category 1 requests - Long's Chapel Church Programs:
  - No facility use fee. No custodial fees.
2. Category 2 requests - Long's Chapel -Sponsored Ministries and Programs:
  - No facility use fees. No custodial fees, provided that users handle all set up, take-down, and clean-up in the room to be used (except for the use of the Venue or Sanctuary if an unscheduled cleaning prior to weekend services is required). Technician fees apply as stated below.
3. Category 3 requests - Member Weddings and Funerals:
  - For weddings, see the "Long's Chapel Wedding Policy" and fee schedule, which can be obtained from the church office. No fees will be charged for member funerals.
4. Category 4 requests - Congregational and Connectional events and activities and use by non-profits for religious or charitable causes. No facility use fees. Custodian fees, event coordinator fees, and technician fees apply as stated below.
5. Category 5 requests - Community Use
  - Sanctuary..... \$200
  - Fellowship Hall and Kitchen..... \$75
  - Venue..... \$75

The total amount of facility fees is due 2 weeks prior to the event. A 25% security deposit will be added to the total and will be refunded if the facilities are left clean and in good repair. Payment

may be made to the Office Manager in cash or by check.

6. Additional personnel fees are charged for the following services:

- Sound Technician \$20 per hour
- Easy Worship Technician \$20 per hour
- On-premise staff member or event coordinator \$20 per hour\*  
\*(required for Category 4 and 5 events scheduled outside of regular office hours.  
The paid staff member or event coordinator may not be a participant in the event, but must provide supervision over the use of the facility)

There is a two-hour minimum for each of the above personnel. Hours will include any necessary “prep” time by the technicians for rehearsal, loading computer programs, etc. Total hours will be computed from the top of the hour to the top of the next hour. Any partial hours will be rounded up.

Custodial Services for clean-up and/or reset

Sanctuary	\$50 flat fee (required)
Venue	\$40 flat fee (required)
Fellowship Hall	\$40 flat fee (optional)*

\*You may elect to clean/reset the Fellowship Hall yourself or have our custodial staff perform the clean-up. Custodial services are required for the Sanctuary and the Venue.

All technicians and custodians are considered contract workers for category 5 events and should be paid by the user at the conclusion of the event. Fees for all other categories will be paid through normal church payroll and charged to the appropriate ministry. Based on the Facility Use form, an estimate of personnel costs will be provided. However, the actual cost may vary based on the actual usage. If payment is to be made by check, separate checks should be written to each person.

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