



Larchmont United Methodist Church

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BUILDING USE POLICY

Approved by the Board of Trustees September 8, 2014

Approved by the Administrative Council September 22, 2014

Effective January 1, 2015

This document describes the policies, procedures, and costs associated with use of Larchmont United Methodist Church (LUMC) facilities and equipment. It contains all the information and forms necessary for LUMC building and equipment use.

LUMC MISSION AND VISION

Mission: *The mission of Larchmont United Methodist Church is to reach out to others in our community and world by personal witness and example and by sharing the Good News of God's redeeming love found in Jesus Christ through worship, programs, and mission work near and far.*

Vision: *We are an active, involved, Christ-centered church family concerned about the welfare of neighbors near and far—believers committed to continually demonstrating Christ's love for all people through fellowship and outreach.*

POLICY OVERVIEW

LUMC follows the organizational form for local churches as described in The Book of Discipline of The United Methodist Church current edition (Discipline). General operating policies are adopted and administered by the Administrative Council (Admin Council) to assist LUMC members, Pastors, and staff in fulfilling the mission of the church. Per the Discipline, the Board of Trustees (Trustees) shall be responsible for the supervision, oversight, and maintenance of all LUMC real property, including parsonages, and equipment owned or rented by the church.

The following policies are intended to supplement the Discipline, not to modify it in any way. If there is any disagreement between the Discipline and any part of these policies, the Discipline takes precedence. These policies should not be viewed as restrictions, but as guidelines, which are subject to change, as circumstances require.

Suggested policy changes are welcome and can be submitted directly to the Board of Trustees by any church member or indirectly to the Board of Trustees through an appropriate ministry, board, or committee.

GOVERNING PRINCIPLES

1. Our worship services shall be open to all.
2. Smoking in the building, and illegal drug use and consumption of alcoholic beverages on the premises, including grounds, are forbidden. Other activities shall, likewise, be compatible with the general principles of the United Methodist Church.
3. Our facilities shall be used to further the basic Christian message, to encourage Christian fellowship, and to support those community activities in keeping with our Christian principles.
4. The Board of Trustees, in consultation with the Senior Pastor, determine who may use the Church facilities and the conditions under which Church facilities will be used.
5. As LUMC's Discipline-assigned Administrative Officer, the Senior Pastor shall be responsible for the overall control and coordination of the facilities. This involves carrying out the policies and procedures of this document on a day-to-day basis.
6. Use of the Church buildings, facilities and equipment will be in the following order of priority. Events and programs of or sponsored by the congregation shall have priority over activities of all other groups. Because of this, *except for weddings, no non-church group may schedule the church more than two months in advance.* Non-church groups will normally be charged a fee for using church facilities sufficient to reimburse the Church for utility and other expenses.

(Note: Priority Categories are also used to determine fee requirements.)

Priority Category	Priority Category Description
1	LUMC groups using the facilities as part of the ministry of the Church. This includes worship services and groups, work areas and committees sponsored by the various Ministries of LUMC and/or the Administrative Council
2	Outside service, educational, and charitable groups sponsored by a LUMC ministry
3	Personal activities of church members
4	Other United Methodist groups outside of LUMC's immediate congregation
5	Independent outside social, civic, service, educational, charitable, and for-profit groups or individuals

7. The building is a house of worship and home to our church family and God. Treat our building as if you were a guest in God's house.

RESTRICTIONS

1. NO SMOKING IS ALLOWED IN THE CHURCH BUILDING.
2. NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS ARE PERMITTED IN THE BUILDING OR ON THE GROUNDS.
3. No furnishings or equipment shall be borrowed or removed from the buildings or the grounds without approval of the Trustees. (See Appendix (A), Property Use Policy)
4. No Church property shall be used for personal business or any political purposes.
5. Animals are not permitted unless they are service animals used in aiding an individual or when approved by the Trustees and Senior Pastor; for example, blessing of the animals.
6. Certain rooms, facilities, and equipment, such as offices, copiers, and computers are not available for general use.
7. Groups may only use rooms, facilities and equipment for which they have applied and been approved.
8. Any planned fund-raising activity, including asking for donations or charging entrance fees, requires LUMC Committee on Finance approval.
9. Keys shall not be duplicated.
10. The Sanctuary/Chapel facilities are to be used for the worship of God. Use for any purposes other than religious ceremonies and meetings for the purpose of carrying on the business of the Church must be approved by the Trustees and Senior Pastor.

LIABILITIES AND PROOF OF INSURANCE

1. Damage to the building, broken or missing equipment, and rooms left in a condition requiring additional cleaning will be the responsibility of the group using the facilities. Notice of damage or requirement for additional cleaning will be made via e-mail. Should the affected group or individual disagree, a meeting will be called to resolve the issue.
2. Insurance:
 - a. LUMC is not responsible for accidents, injuries or loss of personal property in connection with use of any of its facilities by groups outside LUMC's ministries.

Depending upon the risk factor of the building use activity, LUMC may require liability insurance in an amount of not less than one million dollars. Examples include category 5 for-profit groups and groups not considered an extension of LUMC's ministry and using the building on a routine basis. A Certificate of Insurance must be submitted with a use application for all events requiring liability insurance. Insurance must list Larchmont United Methodist Church as "an additional insured " for dates of individual events or with a more general statement, if use is on an ongoing regular basis.

b. Exceptions can be made on approval of the Board of Trustees to accept a signed waiver (see Appendix B, "LUMC Waiver of Liability and Hold Harmless Agreement") of liability by groups or individuals desiring to utilize the facilities.

SECURITY

1. The designated group lead shall agree to and support all LUMC security practices in force at the time of use of the building.
2. All individuals and groups using LUMC facilities shall ensure they have read and agree to abide by LUMC's Child Protection Policy (copy available from the Church Administrative Assistant or the LUMC website).
3. Unlocking and locking the doors are the responsibility of the Group Lead (the individual identified as group lead on the Building Use Request Form [Appendix C]). At no time shall exterior doors be left ajar compromising the security of the buildings. In addition, the group lead shall not admit anyone other than those known to be a member of their group. Group leads knowingly doing so may risk having their group's use of the facilities forfeited by such actions.
4. Upon event completion, the group lead on the use request is expected to be responsible for making sure all persons exit the premises and that the Church premises are secure.

BUILDING USE APPLICATION PROCEDURES

1. Applications for use of the Church's buildings shall be submitted to the Church Administrative Assistant in advance of the scheduled use, preferably three weeks in advance. Church office hours are Monday -Thursday 9:00 AM to 3:00 PM and Friday 9:00 AM to 12:00 PM. Requests shall be made using the LUMC Building Use Application Form (Appendix C). A special application form for weddings is required (See separate Wedding Policy document, available from the Church Administrative Assistant or on the LUMC website). An e-mail will be sent to the contact person once the application has been approved.
2. Applicants will be given a copy of this Building Use Policy and asked to read it before submitting their building use or wedding use application. Besides reviewing the general guidelines, the applicants should be alerted to the user fee schedule

(Appendix D) and (if applicable) the special guidelines for use of the kitchen (Appendix E).

3. After reviewing these materials applicants shall complete the building use application form (Appendix C) and turn it into the Church Administrative Assistant via e-mail, FAX or paper copy.
4. Granting permission for building use is the responsibility of the Board of Trustees, in consultation with the Senior Pastor. In general, requests for building use will be reviewed at a regular monthly Trustee meeting (second Monday of each month). In cases where permission is needed before the next Trustees meeting, the approval of the Chair of the Board of Trustees or Senior Pastor is necessary for building use. If the Trustee Chair and the Senior Pastor are absent, another member of the Trustees will act on the application.
5. Applications for building use will be granted only if said request does not conflict with a church activity scheduled at that time or an expected church function. All persons wishing to reserve the building shall consult the Church Administrative Assistant as to their preferred dates and times. If these dates and times are open the Administrative Assistant may reserve the activity date(s) subject to final approval by the Trustees in consultation with the Senior Pastor.
6. If the Trustees and the Pastor approve an application for building use, they shall inform the Church Administrative Assistant of the user fee [Appendix D] to be charged, the extent of building use to be permitted, or other relevant restrictions. For example, because of the high cost of energy, use of the building may be limited by the Trustees to areas easily and economically heated or cooled.
7. If the application is approved, the Church Administrative Assistant will normally send an e-mail indicating approval to the person who filled out the application. If, after a reasonable time, the person who has filed an application for the use of the Church building has not received a reply, he/she should inquire with the Church Administrative Assistant to determine if the request has been approved.
8. If the Trustees approve use, any user fee is due prior to final confirmation of the event. For ongoing regular events, any user fees are due by the end of the month prior to the month of the event(s).
9. The key to the building should be picked up from the Church Administrative Assistant the day before or the day of building use unless other arrangements are made. At that time the user fee (if applicable), the damage deposit (if applicable), and the deposit on the key must be paid. The key to the building must be returned within two days after use, at which time the key deposit will be returned. If there has been no damage or additional cleaning required, the damage/cleaning deposit will also be returned.

RESPONSIBILITIES OF USERS

In order to minimize disruption, protect the building, and control ever-increasing utility cost, user-groups shall observe the following general rules.

1. Only the rooms or areas and equipment within the building authorized by the Trustees may be used.
2. Children¹ are to be under adult supervision at all times. Under no circumstances are children of any age, to be left alone in a room, or left free to roam the halls, prior, during, or after your activity.
3. The person formally applying for building use (group lead) is responsible for:
 - a. Restricting activities to the room approved for use.
 - b. Ensuring all rooms are cleaned (vacuumed, swept, and mopped, if necessary) and returned to the condition in which they were found, or better.
 - c. Returning all furnishings and equipment to their proper place (original configuration) before leaving the building. This includes chairs, tables, kitchen equipment and audio / visual aids.
 - d. Turning off all lights.
 - e. Locking all windows and doors.
 - f. Removing all food, beverages, and personal items.
 - g. Taking all trash to the trash containers in the back (at the Larchmont Crescent side) of the church building. (There are separate containers for recyclable materials.).
 - h. Replacing plastic trashcan liners (found in the first floor cleaning closet next to the kitchen entrance).
 - i. Returning any key checked out to the Church Administrative Assistant within two days after an event.
 - j. Reporting all building issues to the Church Administrative Assistant.
4. A key will be issued to the group lead by the Church Administrative Assistant for a \$20.00 deposit up to two days before the event. Keys must be returned within two days after the event. If the group uses the facilities routinely, a key may be issued for the expected use duration, but no longer than one-year at-a-time. Keys shall not be duplicated.

¹ Children are defined as any person less than 18 years of age.

5. Groups using the building are responsible for damages incurred during their occupancy.
6. Groups causing damage to the building or equipment, or leaving rooms in a condition requiring additional cleaning shall forfeit their building and key deposits.

Appendix A

**LARCHMONT UNITED METHODIST CHURCH (LUMC)
PROPERTY USE POLICIES**

1. Individuals and groups within the church may borrow church furniture only with the approval of the Board of Trustees in consultation with the Pastor.
2. Some community organizations or other churches may be permitted to use church furniture for special events with the approval of the Board of Trustees in consultation with the Pastor.
3. In either case, the person making the request will fill out a Property Use Form (Appendix F).
4. Only authorized persons should use Church equipment. Such equipment includes such things as computers, typewriters, copiers, the sound system, the piano, the organ, DVD players, and projection equipment.
5. Church property or equipment shall not be sold, given away, or otherwise disposed of without the expressed permission of the Board of Trustees in meeting.
6. The Church telephone should not normally be used for personal calls. Long distance calls should not be made by any unauthorized person.
7. The church copier should ordinarily be used for church business only. The Board of Trustees should approve extensive non-church related copying with the church being reimbursed for costs, (paper, toner, maintenance, depreciation). The per copy reimbursement cost is 15 cents per copy. Small amounts of personal copying done rarely (e.g. 5-10 pages, every other month) can be done without securing permission from the Trustees, but reimbursement to the church on a per-copy basis is still required.

Appendix B

**LARCHMONT UNITED METHODIST CHURCH
Waiver of Liability and Hold Harmless Agreement**

1. In consideration for receiving permission to use the church's facilities, I and the group I represent hereby release, waive and discharge Larchmont United Methodist Church from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, and we covenant not to sue Larchmont United Methodist Church, its officers, agents, servants, or employees (hereinafter referred to as releasees) for any damage or harm sustained by any group member, or any of the property belonging to us, whether caused by the negligence of the releasees, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

2. I further hereby agree to indemnify and hold harmless the releasees from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my group's use of the church/s facilities, whether caused by negligence of releasees or otherwise.

3. I understand that Larchmont United Methodist Church does not maintain any insurance policy covering any circumstance arising from my participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my group's insurance portfolio.

4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above named releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Virginia.

5. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

Signed: _____ Dated: _____

Title _____

Appendix C

**LARCHMONT UNITED METHODIST CHURCH (LUMC)
BUILDING USE APPLICATION**

Please return the completed forms to Larchmont United Methodist Church, 1101 Jamestown Crescent, Norfolk, VA 23508 or submit electronically to office@larchmontumc.org.

Name of Group _____

LUMC Sponsor _____
(if applicable)

Group Leader _____

Phone Number _____ Email Address _____

Application Date _____

Circle the Group/Category that applies

LUMC Group (Cat 1)

Outside Service Group sponsored by LUMC (Cat 2)

LUMC Member (Cat 3)

Other Methodist Group (Cat 4)

Independent Outside Group (Cat 5)

For Category 5 Groups circle appropriate group type(s):

Social Civic Service Educational Charitable Non-profit For-profit

Briefly describe your activity:

Are any of your group members of LUMC? If so, please list their names:

Date Requested: _____

Time Needed (from) _____ (to) _____

Expected Attendance: _____

Insurance rider required? _____ Yes _____ No
 (Trustee decision)
 If required, attached or on-file? _____ Yes _____ No

Waiver of Liability and Hold Harmless Agreement Acceptable ___ Yes ___ No
 (Trustee decision)
 If acceptable, attached or on-file? _____ Yes _____ No

Building Requested and Fee Schedule

1. All payments and deposits due prior to confirmation of event.
2. Make checks payable to Larchmont United Methodist Church.

Room/Per event fees	One-time use	Ongoing Regular Use
Sanctuary and Narthex	\$200	\$150
Chapel	\$100	\$ 75
Fellowship Hall/Atrium	\$100	\$ 75
Kitchen (staging, no cooking)	\$ 75	\$ 50
Kitchen (with cooking)	\$200	\$150
Fellowship Hall/Atrium & Kitchen (staging, no cooking)	\$150	\$100
Fellowship Hall/Atrium & Kitchen (with cooking)	\$250	\$200
Parlor	\$ 50	\$ 35
Greatroom	\$ 50	\$ 50
Classroom	\$ 25	\$ 20
Special Situations (e.g., overnights)	TBD	TBD

I certify that I have read, accepted, and will abide by Larchmont United Methodist Church Building Use Principles, Policies, and Procedures, and the applicable special policies (Kitchen, Child Protection, etc).

Signed: _____ Date: _____
 Title: _____

Appendix D

LUMC BUILDING USE FEE SCHEDULE

Because we have responsibilities of maintaining and operating our facilities in a fiscally responsible manner, groups requesting use of the Church may be charged a fee for use.

GENERAL PRINCIPLES

Groups directly responsible to the missions and ministries of the church (Category 1) will not be charged a use fee (examples: UMYF, Mollys, Anchor, Scouting groups, etc.). Trustee approval of a Building Use Application is still required. The Trustees may pre-approve groups for building use. The Church Administrative Assistant, in consultation with the Senior Pastor, may sign building use applications for these pre-approved groups.

Other groups shall be charged a fee for Church use according to the schedule below (Categories 2 through 5). Groups whose principals are closely related to those of LUMC or the United Methodist Church may have their fee waived or be granted a fee reduction by the Trustees.

Except by special waiver, fees and deposits must be paid in advance and prior to final confirmation of event date(s). There will be no waiver of the key deposit or requirements.

Exceptions to these principals, to the fee schedule or the deposit requirements may be granted by approval of the Trustees in consultation with the Senior Pastor.

Building Use Fee Schedule

1. All payments and deposits due prior to confirmation of event.
2. Make checks payable to Larchmont United Methodist Church, noting "For Building Use."

Room/Per event fees	One-time use	Ongoing Regular Use
Sanctuary and Narthex	\$200	\$150
Chapel	\$100	\$ 75
Fellowship Hall/Atrium	\$100	\$ 75
Kitchen (staging, no cooking)	\$ 75	\$ 50
Kitchen (with cooking)	\$200	\$150
Fellowship Hall/Atrium & Kitchen (staging, no cooking)	\$150	\$100
Fellowship Hall/Atrium &	\$250	\$200

Kitchen (with cooking)		
Parlor	\$ 50	\$ 35
Greatroom	\$ 50	\$ 50
Classroom	\$ 25	\$ 20
Special Situations (e.g., overnights)	TBD	TBD

A damage/cleaning deposit will be charged to all Category 3 through 5 individuals and organizations.

Special use approval and fees (see Room Use Fee Schedule above) may be charged non-church groups for pancake breakfasts, dinner preparations, etc. that require extensive use of the kitchen. The Trustees shall grant approval.

The fee structure will be periodically updated by the Trustees and approved by the Administrative Council.

Appendix E

**LARCHMONT UNITED METHODIST CHURCH (LUMC)
KITCHEN USE GUIDELINES**

1. Food brought in for an upcoming event should be clearly labeled. The label should indicate the person's name, the event, and the date the food was deposited.
2. Food left over from an event should be taken home, or it will be disposed of. Nothing should be left in the refrigerator.
3. All glassware, cups, and dishes must be washed and put into the appropriate rolling cart.
4. People using the kitchen for events should take towels and dishcloths home afterwards, launder them, and return them promptly.
5. Outside groups using the Church kitchen must furnish their own paper and plastic products (paper plates, paper or Styrofoam cups, plastic spoons and forks, paper table coverings, etc.).
6. All food scraps in or on pots, pans, and dishes must be scraped into wastebaskets. **There is no garbage disposal.** Any waste scraps will clog the sink drains.
7. If the dishwasher is used, directions must be carefully followed. No food should be left on dishes. Any waste will clog the filter basket (washer arm and basket are removable for cleaning. Clean the basket after use.).
8. Someone from LUMC must be present when outside groups use the kitchen. An hourly fee of \$10/hour should be paid to the Church person assisting in the kitchen.
9. The Church Administrative Assistant or member of the Kitchen Committee will inspect the kitchen after each use. The use deposit will be withheld if the kitchen has not been restored to its pre-use condition.
10. Before permission is granted for kitchen use, the person requesting use will read the Kitchen Use Guidelines, receive instruction on proper use of the kitchen and its equipment, and sign the statement below.

I understand and will abide by the rules set forth in the LUMC Kitchen Use Guidelines for use of the kitchen in Larchmont United Methodist Church. I have received instruction on the proper and safe use of all kitchen equipment.

SIGNED _____ DATE: _____

Appendix F

**LARCHMONT UNITED METHODIST CHURCH (LUMC)
PROPERTY USE FORM**

Property use request

Date: _____

Responsible person/person checking out the property:

Address: _____

Phone number: _____

e-mail address: _____

Organization using property: _____

Pick up date: _____

Date and location of event for which property is needed: _____

Return date: _____

List of church property being checked out (type/quantity. Use back of form if needed):

I, the undersigned, will borrow the above item(s) from Larchmont United Methodist Church, 1101 Jamestown Crescent, Norfolk, VA 23508 (phone: 489-8168). I shall return the item(s) listed above to the church in the same condition in which I received it/them. If returned damaged, I will pay for the repair of the damage or a comparable replacement.

Signed: _____

Date: _____

Approval Signature: _____

Date: _____

Property check out and return on reverse

Property check out

Date: _____

Condition of property when checked out: _____

Church representative:

(signature and title)

Property return

Date: _____

Condition of property when checked in: _____

Church representative:

(signature and title)