



Saint Andrew's
United Methodist
Church

Open Hearts... Open Minds... Open Doors...

POLICY & PROCEDURES

Rental of Church Facilities and/or Grounds & Equipment

(Adopted by Church Council on 8-17-22)

I. PURPOSE

The purpose of the “Rental of Church Facilities and/or Grounds & Equipment Policy & Procedures” is to assure the availability, proper use, management, maintenance, and compensation for the use of the facilities and grounds in keeping with the church’s mission: Through Christ's Love, we are a thankful community building Faith, Family, Fellowship in service to all.

II. GENERAL POLICIES

We recognize our church facilities and grounds are the House of God and the household of faith. It is to be treated with dignity and respect and will be used primarily to accomplish the purpose of revealing God and His loving ways. The following procedures apply:

- A. To request using/renting any part of Saint Andrew’s United Methodist Church facilities, grounds, or equipment, a signed “Policy & Procedure Form” and a completed, signed “Rental of Facilities and/or Grounds & Equipment Form” must be turned into the Church Office. The Church Office will forward the rental request packet to the Director of Communication who will coordinate the calendar, ministry needs, and review the paperwork. The rental request packet will then be forwarded to the Trustees for final procedural review and signed approval. If negotiations are required, the Trustees will make contact with the requestor and finalize the compensation arrangements. The Director of Communication will be responsible for notifying the requestor of approval and arrange for the deposit/payment, assigning an Event Coordinator, adding it to the Church Calendar, and giving a copy of the rental request packet to the Church Office for filing.
- B. The Church will review rental requests up to 1-year advance.
- C. Costs/Fees: A reservation is complete when a Trustee of Saint Andrew’s United Methodist Church has signed this agreement and the Security Deposit has been paid. The total cost and fees associated with this event are set out on the Cost Sheet included as an attachment to this agreement. All other fees must be paid no later than 2 weeks before the event. Any fees required by the Pastor of the Church, musicians or other church staff are determined by and paid directly to those persons. All fees will be paid by check or money order. If a check or

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money order is not honored, the reservation will be considered cancelled, and a \$50.00 processing fee will be charged. The event may be reinstated once all fees, including the returned check and processing fee are paid in cash at the church office, provided the date and time are still available.

- D. Requests for Ongoing Rental: Requests can be approved up to one year at which point a new submission of the “Policy & Procedure Form” and a completed, signed “Rental of Church Facilities and/or Grounds & Equipment Form.”
- E. Refund of Security Deposit: The security deposit will be refunded within two weeks following the event. Deductions may be made solely at the discretion of the Church for the following reasons: breakage, defacement, or other damage of any Church property, as well as costs incurred due to excessive clean-up requirements, to include custodial wages, supplies, and equipment. Further, if the event last longer than the estimated time, the hourly costs will also be deducted from the security deposit. Also, deductions may occur in the event of failure to meet all the provisions of this agreement.
- F. Renter Cancellation of Event: The Renter may cancel up to 30 days prior to the event and receive a full refund of the Security Deposit and any other fees paid. Cancellations between 29 days and 14 days of the event will forfeit 20 percent of the Security Deposit. Cancellations less than 14 days before the event will forfeit 50 percent of the Security Deposit. All other fees will be returned. If the event is cancelled due to emergency situations, the Church may, at its discretion, waive this requirement.
- G. Church Cancellation of Event: The Church may cancel an event due to poor weather conditions, parking lot problems, loss of power, loss of heat, or other adverse causes, both natural and man-made. In the event of such cancellation, the only obligation of the Church is to either reschedule the event or refund all monies paid.
- H. Event Coordinator: An Event Coordinator for the Church is necessary for all groups. The Director of Communications will provide contact information for the Event Coordinator.
- I. Normal Care: Renters are expected to follow normal practices for the proper care of the facilities. For example: Trash should be thrown into trash receptacles; spilled food should be removed from floors and surfaces; nothing other than the supplied tissue should be flushed in toilet; any condition that could cause injury should be attended to immediately. In addition, the grounds should be surveyed and, if necessary, cleaned up. This is particularly relevant for events where children and youth spend time outside. (See Event Coordinator for clean-up equipment.)
- J. Facility Survey After Event: Immediately following completion of the event, the Event Coordinator will survey the facilities to detect possible causes for deductions from the

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Security Deposit to allow the Renter a chance to correct the conditions. This is not a final determination of the deduction that may be made from the Security Deposit.

- K. Access to Facilities: Arrangements for the specific time of the Renter's access to the facilities will be arranged with the Event Coordinator. Renters and their guests are permitted only in the areas of the building that have been approved for use, including hallways and rest rooms. Renters will not have access to the Church offices, classrooms, office equipment or telephones.
- L. Decorations: No carpentry or other construction may be done in the facilities or on the grounds. No tacks, nails, or glue may be used to affix decorations to walls or other surfaces. (Also see Guidelines for Weddings.)
- M. Children/Youth Supervision: When children/youth under the age of 18 are present, the Renter will provide proper supervision. In particular, if it is a youth event, there should be one adult for every ten are children/youth present. If the renter is an organized group (such as a sports league, etc.), they must adhere to the Church's Safe Sanctuaries Training and Policy with Background Checks. The Renter is responsible for paying for the Background Checks. Or the Renter must have a similar child protection policy in place that is currently being followed and on file with the Church.
- N. Weddings: If the Sanctuary is to be used for a wedding, a copy of Guidelines for Weddings will be provided to the applicant and is hereby made a part of this application and agreement.
- O. Tobacco, alcohol, and recreational drugs: These products are not permitted in the Church's buildings or on the property.
- P. Food and Beverages: No food or beverages are permitted in the Sanctuary.
- Q. Fundraising: Use of the facilities for any fundraising other than for the Church or the School is not permitted.

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A. KITCHEN POLICIES

- Use of the church kitchens and any additional equipment must be requested by completing a “Facilities Use Form for Saint Andrew’s UMC Facility” Form.
- Kitchen equipment and materials will not be removed from the kitchen or moved to the other kitchens without requesting it on the “Facilities Use Form for Saint Andrew’s UMC Facility” form prior to the event.
- Food and drinks may not be stored in cabinets, refrigerators, or freezers unless prior arrangements have been made with the Calendaring/Event Coordinator.

B. Church Wide and Ministry Events – No Rental Fee Assessed

Use of food service facilities in support of programs designated for the church body will be carried out under the direction of an approved caterer or ministry sponsoring the event.

- Church banquets, funerals, memorial services, reception, meals, and etc., will be prepared by an approved caterer, concerned family/friends, or ministry team and is the responsibility of the ministry sponsoring the event. Payment for these services will either be by sale of tickets, donations, or through Ministry budget allocations.

C. Church Related Activities and Events Kitchen Use Requirements

- The use of the church kitchen(s) is the responsibility of the ministry sponsoring the event.
- Approved caterers must be employed to prepare and/or supervise the meal preparation and cleanup of the kitchen(s).
- If kitchen equipment or materials are used, a responsible individual must be designated. This individual will be held accountable for the cleanliness, security, and proper use of the kitchen and equipment.
- The individual, group, or organization using the kitchen will pay for all food service costs for personnel, food, refreshments, snacks, and disposable dinnerware, etc.
- The kitchen user is responsible for leaving it properly cleaned, sanitized, and organized. This includes:
 - Clean and sanitize stove, countertops, sinks, etc.
 - Wash, sanitize, dry and put dishes, pots, and utensils back in proper place.
 - Clean all equipment and appliances used including griddle surface.
 - Remove leftover food, drink, etc.

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- Cleanup spills in kitchen.
- Return all brooms, mops, cleaning supplies, etc. to the proper place.
- Bag all garbage and take to dumpster.
- Complete the Kitchen Checklist and return it to the church office.
- Wash and dry towels, wash cloths, and aprons and return to the kitchen.

D. Non-Church Related, Contracted, or Catered Meals (see Fee Schedule)

In addition to above policies:

- The user will provide all hired or contracted personnel, food, drinks, condiments, paper products, and other consumable items. Hired or contracted food service providers must be approved prior to the event.
- A certificate of insurance showing the church as an additional insured is required for outside organizations and contracted or catered meal preparers prior to the event.

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The Church has sole responsibility to determine the use of facilities, the type of groups that may use the facilities, and the priorities given to events. Also, the Church is not restricted from using or renting other portions of the facilities at the same time as the event herein agreed to.

In consideration for being accepted by Saint Andrew's United Methodist Church for use of the facilities, we (I), the Renter, do hereby release, forever discharge, and agree to hold harmless Saint Andrew's United Methodist Church, its staff, Trustees, and Administrative Board, Pastor, Event Coordinator, and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses of any nature whatsoever which may be incurred by the undersigned and our (my) guests during the use of the facility. Further, we (I) also agree to hold harmless and indemnify said persons *or* officers from any liability sustained by said Church as the result of the negligent, willful, or intentional acts of participants, including expenses incurred attendant thereto. The undersigned further hereby agrees to abide by the rules, procedures, and practices described above, in the Cost Sheet that is attached as a part of this agreement, any addendums attached hereto, as well as the Guidelines for Weddings when the event is a wedding.

Organization _____

Date(s) and time(s) of event: _____

Renter
Signature _____
Printed Name _____
Date _____

Trustee
Signature _____
Printed Name _____
Date _____

Event Coordinator: _____

Contact Information: _____