

# PENDER UNITED METHODIST CHURCH

## *FACILITY USE POLICY*

*November 2023*

### **PURPOSE**

Pender United Methodist Church (hereinafter “Church”) adopts this Facility Use Policy to inform interested parties as to who and under what terms and conditions the Church Facilities (hereinafter “facilities”) may be used.

The facilities of Pender United Methodist Church are provided through the sacrificial generosity of Church members, present and past. As such, the Church desires that its facilities be used in a manner consistent with the Church’s doctrine and practice. The facilities are made available to non-members for activities that do not contradict the church’s doctrine and practice.

The mission of the Church is to make disciples of Jesus Christ for the transformation of the world in the tradition of John Wesley. We live out this key theme through these core values: of being Christ-centered, deeply rooted, disciple-making, faithful, justice-seeking, resilient, welcoming, and grounded in scripture. All belong and will be loved in the United Methodist Church. All will be heard, respected, and engaged. All will be free to develop their personal relationship with God and to serve fully in the ministry of Jesus Christ.

The Church does not allow use of its facilities by persons or groups holding, advancing, or advocating beliefs or practices that conflict with the Church’s historic faith or moral teachings in the Book of Discipline. The Lead Pastor is the final arbiter of whether a person or group advocates beliefs or practices in conflict with the Church’s moral teachings.

The Church’s restricted Facility Use Policy is necessary for two important reasons. First, the Church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the Church’s beliefs would be material cooperation with that activity and would be a grave violation of the Church’s faith and religious practice (2 Corinthians 6:14; 1 Thessalonians 5:22).

Second, it is very important that the Church present a consistent message to the community, and that the Church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ.

Therefore, in no event shall people or groups who advance or advocate beliefs or practices that contradict the Church’s faith or moral teachings use any Church facility. Nor may Church facilities be used in any way that contradicts the Church’s faith.

This policy applies to all Church facilities, regardless of whether the facilities are connected to the Church's sanctuary, because the Church sees all its property as holy and set apart to worship God (Colossians 3:17).

## **APPROVED USERS**

Church facilities may only be reserved for use by Church members, churches, ministries of like faith and practice, and external groups that the Lead Pastor determines do not violate the Church's statement of faith.

The Lead Pastor, or his designee(s), must approve all uses of Church facilities. Generally, priority shall be given to ministries of the Church, members, and organized groups that are a part of the ministry, organization, or sponsored activities of the Church. Church facilities and equipment will be made available to non-members or external groups that meet the following criteria:

1. Groups or persons requesting facility use must affirm that their beliefs, practices, and planned uses of the facilities do not violate the Church's statement of faith and practice.
2. Persons or groups seeking facility use must submit a signed "*Facility Request & Agreement Form.*"
3. Persons or groups seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the Church's rules of conduct and "Facility Use Guidelines" as stated below and as described in any additional instructions by Church staff.

## **FACILITY USE GUIDELINES**

1. All facility use applicants must complete and sign the "Facility Request & Agreement Form" and pay all deposits and fees prior to reservation of Church facilities. **Upon notification of approval all users shall ensure all requirements are satisfied at least ten (10) days prior to the proposed use.** Funerals and necessary emergency uses are to be coordinated as soon as practicable.
2. No alcohol or controlled substances may be processed, consumed, or used in any manner on the grounds and within the facilities of the Church.
3. The use of tobacco products in any manner is prohibited within the facilities of the Church. Smoking, chewing, dipping, E-cigarette vaping, and similar materials/products are equally prohibited.
4. Groups/Users are restricted to only those areas of the facilities and/or grounds that have been reserved for the approved event dates and time.

5. Church facilities must be returned to the condition in which they are found, this includes church equipment, tables, chairs, stands. Any equipment approved for use must be returned to its original placement. All users are expected to return the facilities/grounds used to an “as found” condition. All trash, waste material, and debris shall be collected and properly disposed of. **Failure to comply with this requirement and/or failure to return all keys will result in forfeiture of the security/cleaning deposit.**
6. All signage, decorations, event notification, and advertising must be used and displayed so as not to damage the physical property of the Church. All such materials must be removed and disposed of at the conclusion of the event or activity. No signage or decoration may be displayed on the grounds without the approval and written consent of the Director of Communications and the Facility Manager.
7. Abusive or foul language, violent behavior, and any inappropriate conduct are strictly prohibited on Church premises. Any person exhibiting such behavior will be required to leave the premises. All users shall be considerate of others on the premises and adjacent properties with respect to the behavioral conduct and noise levels.
8. No materials, decorations, signage, or advertising shall include or infer reference to any message, belief, or practice not consistent with the policies and beliefs of the Church.
9. Weapons of any type are prohibited on the premises. The use of open flames or any potential source of ignition (including but not limited to candles, torches, fire pits, grills/smokers, fireworks, pyrotechnic devices) are prohibited without the approval and written consent of the Chairperson of the Trustees Board and the Facilities Manager.
10. The use of glitter, confetti, chalk, chalk paints, water guns, or balloons, odor, or vapor producing devices and any other product requiring additional custodial services are prohibited without the approval and written consent of the Chairperson of the Trustees, (or his/her designee), or the Facilities Manager.
11. All facility users must be supervised by not less than two adults 21 years of age or older. Children under 12 years of age must always be in line-of-sight supervision of an adult. All facility users and guests are restricted to the area of the facilities reserved.
12. The use of amusement devices, inflatables, playground/sports equipment, energized or motorized equipment, equipment for games or entertainment devices proposed are subject to approval. Any permits required for the same are the responsibility of the user and must be obtained with proof provided to the Church, not less than 10 business days prior to the event. The Church reserves the right to request a certificate of insurance or be based as additionally insured on any policy required prerequisite to permit issuance. Requests including such equipment or devices should be placed no less than 30 business days prior to the event and must be detailed on the *“Facility Request & Agreement Form.”*

13. All facility users are encouraged to use parking most adjacent to the facility they are using. All parking signage and facility site signage must be obeyed. Parking must be in designated parking spaces only.
14. The user is responsible for security and facility access during their event. At the conclusion of the event all lights and equipment must be turned off, restrooms/plumbing fixtures checked to assure they are turned off/not running and the facility locked and secured.

## **SPECIFIC GUIDANCE FOR FACILITY USE**

1. Any proposed use, wherein the user wishes to charge for admission, food/drinks/refreshments, merchandise, services, or uses wherein the users wish to solicit funds or contributions require written approval of the Lead Pastor or the Chairman of the Trustees, or his/her designee.
2. Users must submit the "*Facility Request & Agreement Form*," along with a written explanation detailing any commerce/funding to occur at the event, not less than 30 days prior to the proposed date of use. Approval may be subject to additional terms and conditions not specifically set forth in this document at the discretion of the Lead Pastor.
3. Wedding reservations may include one rehearsal, a rehearsal dinner, and reception. Weddings and any associated event(s) scheduled on a Saturday must be concluded no later than midnight. Any officiating pastor who is not currently on staff at the Church must be approved through the Lead Pastor.
4. All users accept full responsibility for the safety of all persons in attendance of the scheduled event, as well as any damage to the facilities, physical property, furnishings, and equipment of the Church. The Church reserves the right to request a certificate of insurance from any potential user as a prerequisite to approval of the event.
5. It is the responsibility of all users to provide complete and accurate details of the event (including set-up requests, A/V support, and any special conditions outlined in this document that may require additional approval if the form is not completed. Questions regarding the availability of tentative dates for events can be made through the Facility Use Calendar.
6. Funeral requests must be submitted by the officiating pastor to the Church Administrator for the Lead Pastor's approval.

## FEE SCHEDULE

1. All fees are to be paid to Pender United Methodist Church, unless specifically stated otherwise. All deposits and fees must be paid within ten (10) days of event approval notice and not less than three (3) days in advance of the event. Payment of all fees is to be made by money order check or ACH through the Church office. A separate money order shall be issued to cover the security/cleaning deposit. The security/cleaning deposit will be returned once the facility has been inspected by the Facility Coordinator or Facility Manger, or Trustee and all keys/property have been returned to the Church.
2. Cancellations may be made with a full refund of paid fees up to five (5) days prior to an event. In the event a cancellation is made by the user less than five (5) days prior to a scheduled event, only the facility use fee will be refunded. The Church reserves the right to cancel/reschedule events, as necessary, for ministry purposes of the Church, funerals, emergencies, and circumstances beyond the control of the Church in which case a full refund will be granted. In no case shall a cancellation by the user, or the Church bring about responsibility for any loss of the user or any other party associated with the event, monetary or otherwise, to the Church.
3. Pender United Methodist Church reserves the right to waive fees in whole or part on a case-by-case basis without any one case setting precedent for future decisions. No fees will be charged to Church-sponsored events.

## FACILITIES FEES

FACILITIES	FACILITY USE FEE	SECURITY/CLEANING FEE
Basement (Sub)	\$900.00	\$300.00
Classrooms (216/218/220/222)	\$25.00/hour	\$25.00
Cornerstone (215-217)	\$800.00	\$200.00
Gathering Place (without kitchen use)	\$1,400.00	\$400.00
Gathering Place	\$1,600.00	\$400.00
Grounds/Parking Lot	\$250.00	\$150.00
Library (206)	\$50.00/hour	\$200.00
Meeting Rooms (200/(202-204)	\$50.00/hour	\$50.00
Sanctuary	\$1,800.00	\$400.00

## AUDIOVISUAL AND TECHNICAL SUPPORT FEES

AUDIO VISUAL SUPPORT	FEES
Weddings (Flat Rate)	\$150.00
A/V Technician	\$75.00/hour (1 hour minimum)

The total cost of A/V technical services will be established once the full scope of services has been agreed upon by the user and the Church A/V team. Users wishing to use A/V equipment other than what is provided on campus must explicitly request this in their application.

### APPLICATION PROCESS

1. Large events, requests using the Sanctuary, Gathering Place, large portions of the church, or events that require technical support must submit the “Facility Request and Agreement Form” no less than 30 days prior to the event.
2. All applicants should fully review this Facilities Use Policy to determine whether the intended event falls within policy. Please provide all requested information.
3. All applicants shall complete a “*Facility Request & Agreement Form*” online and submit as far in advance of the event as possible. Please allow enough time for the event coordination and planning between the submission date and the event. This is particularly important for larger events requiring set-up, A/V support, and additional coordination and approvals.
4. Upon approval, a copy of the “*Facility Request & Agreement Form*” will be provided to the applicant. The form will include a summary of all information pertinent to the approved request, including, but not limited to, event identification/description, user contact information, location, date(s), time(s), relevant Church contact information, summary of set-up, and A/V support services, tabulation of all fees collected and possibly additional instructions for facility use. The user should retain this for their records along with the “*Facility Check List*” provided.
5. “*Facility Request & Agreement Forms*” and “*Event Inquiry Forms*” are available at [penderumc.org/facilities](http://penderumc.org/facilities).

## **PENDER UNITED METHODIST CHURCH**

### ***FACILITY USE CHECK LIST***

- If applicable, pick-up keys not less than three (3) business days prior to the event. Please be mindful of church business hours and closures related to holidays. Office hours are 9:00 AM to 4:30 PM, Monday through Thursday. The office is closed on Fridays.
  
- Please park only in non-reserved spaces, complying with all signage.
  
- **Please review and obey all conditions of our “Facility Use Policy.”**
  
- The applicant or applicant’s designated party shall inform all participants and attendees of the area to be occupied based on the reservation, location of exists, restrooms, and any regulations necessary to assure compliance with the “Facility Use Policy.”
  
- Please return the facility to an “as found” condition. Remove all personal property, decorations, food, drink, and other materials brought to the facility for the event. Clean up inside and out as necessary and place all waste materials in provided containers. Place all furniture back in place.
  
- **BEFORE LEAVING** – Check to make sure everything is turned off, verify no plumbing fixtures are running. Turn off all lights. Make sure the facility is locked and otherwise secure.
  
- Following your event, make necessary arrangements to return all keys and pick up your security/cleaning deposit. Pender UMC will inspect the facility immediately following the event for compliance with the “Facility Use Policy.”



**PENDER UNITED METHODIST CHURCH**  
***FACILITY REQUEST & AGREEMENT FORM***

**Name of Applicant:** Individual or Organization: \_\_\_\_\_

Your affiliation with Pender United Methodist Church (PUMC):

\_\_\_ Church Member      \_\_\_ Non-Member      \_\_\_ Church-Sponsored Ministry

\_\_\_ Non-Church Group      \_\_\_ PUMC Connected Group

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time/Duration of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

List Facilities being requested (refer to Facilities Use Policy for available facilities):

\_\_\_\_\_

\_\_\_\_\_

Estimated number in attendance: \_\_\_\_\_

**Funerals**

Officiating Clergy: \_\_\_\_\_

Funeral Home or Service: \_\_\_\_\_

**For office use only:**

\_\_\_\_\_ Facility Use Fee: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ (Initials): \_\_\_\_\_

\_\_\_\_\_ Security/Cleaning

Deposit: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ (Initials): \_\_\_\_\_

\_\_\_\_\_ Keys Issued: \_\_\_\_\_

**Requests by Non-Members or Non-Church Groups**

Please list the organization's website, if any: \_\_\_\_\_

Please list the names of the organization's officers and directors:

\_\_\_\_\_  
\_\_\_\_\_

**All Applicants**

Please describe which Church facilities you are requesting use of and the purpose for which you intend to use the facilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any set-up requirements you are requesting:  
(Generally – table and chair arrangements)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any audio/visual or technical support you are requesting for the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Wedding Request Details**

Date(s) Requested:

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If you are requesting use of the Church's facilities for a wedding and/or wedding reception, please list the names and contact information of the bride and groom.

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Please list the name, contact information, and religious affiliation of the person officiating the wedding:

_____	_____
_____	_____
_____	_____

**AFFIRMATION**

By our signature(s) hereto, we hereby affirm the following:

1. I understand that the Church does not allow its facilities to be used in a way that contradicts its Statement of Faith or by persons or groups holding beliefs that contradict the Church’s Statement of Faith which are best expressed in the Book of Discipline.
2. To the best of my knowledge the purpose for which I am requesting use of Church facilities will not contradict the Church’s Statement of Faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to Church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent, and which is requesting use of the Church’s facilities that contradict the beliefs of the Church. I agree to promptly disclose any potential conflicts in belief to Church staff.
4. I understand that my use of these facilities is subject to approval, which is conditioned in part on my/our agreement to the requirements in the “*Facility Use Policy*,” a copy of which I have read and understand.
5. I understand that I will be responsible for any damage to the Church facilities resulting from this proposed use of facilities.
6. The Church believes and I/we agree that disputes arising under the use of the Church’s facilities are to be worked out between the parties through Christian mediation and not through litigation.
7. By my/our signature(s) hereto, we agree to the facility usage fee as set forth in the “*Facility Use Policy*.”

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pender United Methodist Church

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Church Facilities Approved: \_\_\_\_\_

Set up/accommodations to be provided by Church:

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Audio/Visual and technical support provided by Church:

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**PENDER UNITED METHODIST CHURCH**  
***FUNERAL SERVICE REQUEST FORM***

To request facilities and services for a funeral

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**Family Member Contact**

Name of person who will have details about the funeral:

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Mobile Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Name of Deceased:

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Date of Funeral:

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Time of Funeral:

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Enter time viewing begins and time funeral begins:

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Name of Minister Performing Funeral:

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**Reception:**

If having a reception on campus. Please indicate time and location requested (Gathering Place).

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**How many people are you expecting in attendance?**

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**MUSICIANS**

Please check for type of musician:

- No musicians
  - Vocal Soloist
  - Vocal Duet
  - Vocal Group (Describe below)
  - Pianist
  - Acoustic Guitarist
  - Full Band
  - Full Orchestra
  - Other (Describe below)
- 
- 

Do any of the musicians have a background track?  Yes  No

**For videos or picture slideshow:**

**Type of video display:**

All video displays must be in .mp4 format or .jpg files.

Pictures on rotation before/after service:  Yes  No

Pictures during the service:  Yes  No

Video prior to the service:  Yes  No

Will song slides be required?  Yes  No

Would you like a video and/or audio recording?  Yes  No

Do you need a table, easels for pictures, and/or a sign podium?  Yes  No

Is there anything else we should know?

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# **PENDER UNITED METHODIST CHURCH**

## ***Guidelines and Policies for Weddings***

### **Guidelines and Policies**

Pender United Methodist Church has provided ministry in the name of Jesus Christ for over 116 years in our community. An important part of the ministry has been the celebration of weddings. We celebrate with you on your upcoming occasion and pray for God's blessings on your new marriage. Our building is very special to us because it provides our congregation and the community with a place for worship and space to grow together in our faith. We hope you will respect our Church, and we ask that you follow our guidelines and policies.

We are eager to help make the occasion of your wedding beautiful and meaningful. The wedding is a service of Christian worship and as such, our Christian faith and traditions must be respected. It is not necessary for a wedding to be elaborate to be beautiful. True beauty lies in the spirit and attitude of those who share in your special day.

The Church and staff want to do everything possible to help your wedding be such an experience. There are certain guidelines and policies that have been designed to preserve the dignity of worship, to protect church property, and to ensure the integrity of our United Methodist Church.

### **Pastor**

All services held in our church must be officiated by the Lead Pastor appointed to serve our congregation unless a guest pastor has been approved by our Lead Pastor. The decision to perform the ceremony is the right and responsibility of the Lead Pastor, in accordance with the laws of the state and the United Methodist Church. The wedding service must meet with the approval of our Lead Pastor and follow within the guidelines of our wedding policies.

We expect our pastor to meet with an inquiring couple for the prescribed times recommended by the Lead Pastor prior to the wedding. All wedding services will be developed by the Lead Pastor in consultation with the couple. All elements of the service must meet with the approval of the Lead Pastor. The typical honorarium for pastors is \$500.

## **Arrangements**

The first step in scheduling a wedding is to meet with the officiating pastor as far in advance as possible. This will assure the availability of the Church as well as the Lead Pastor. The Church is not available for weddings on the following days:

- New Year's Eve and New Year's Day
- Holy Week
- Thanksgiving Day and the day after
- December 24, 25, and 26
- Please note: Christmas decorations will be in the Sanctuary beginning the first Sunday in Advent (end of November) through twelve days after Christmas.

## **Facilities Available**

The Sanctuary, Gathering Place, and Cornerstone Classroom are available for weddings. The Sanctuary can accommodate approximately 350. The Gathering Place can accommodate 250 people and the Cornerstone Classroom may be used for a small wedding not to exceed 70 people. Receptions and rehearsal dinners may be held in the Gathering Place or any of our classrooms or meeting rooms.

We have several classrooms and meeting rooms that can be used to assist the bridal party. The Church recommends taking all precautions in bringing personal items to the Church. The Church will not be responsible for personal items brought to the Church for use at the wedding, nor shall the Church be liable for such items if lost, stolen, or damaged.

## **Music**

All music must be submitted at least one month prior to the wedding and meet with the approval of the officiating pastor. Because the wedding ceremony is a service of Christian worship, we believe that the wedding music should be consistent with such a spirit.

We have an organist/pianist who can play for your wedding. If our organist/pianist is unable to play at your wedding you may choose someone else, and they must meet with the approval of our Director of Music. Please do this as soon as you have your wedding permanently scheduled on the Church calendar. Our organist/pianist will gladly meet with you to plan music for the service. Our organist/pianist fee is \$300 and is paid directly to the organist/pianist.

## **Sound and Video System**

Pender United Methodist Church has audio, video presentation, recording, and streaming capabilities. **These systems are to be operated by Pender UMC technical crews only.**

Audio/video technicians are not included in the other fees paid to the Church and must be arranged through the Pender UMC office. We encourage wedding planners to contact our office as soon as the date is confirmed.

### **What requires an audio/visual technician to be present:**

- Playing of pre-recorded music.
- Projection of pictures or videos.
- Recording or streaming the ceremony.
- Live musicians which require audio mixing and sound checks.

A/V technicians are to be paid before the beginning of rehearsal or ceremony.

- Rehearsal \$75.00/hour
- Ceremony \$100
- Post-production (video editing and distribution if required) \$200

## **Pictures and video**

The official wedding photographer is asked to be as unobtrusive as possible during the ceremony. Pre-service photo sessions should conclude no later than 45 minutes prior to the service to allow guests to be seated and the wedding party enough time for final preparation. The unofficial wedding photographers (everyone who has a phone) are asked to place their cameras in silent mode and keep them as low as possible. Third party video crews are welcome. We ask that they also remain as unobtrusive as possible during the ceremony. The choir loft is available to photographers and videographers.

## **Wedding Hosts or Greeters**

We have learned from experience that there is the need for Wedding Hosts or Greeters to be stationed at the front doors and the intersection that leads to the Sanctuary. The Wedding Hosts need to be recruited by you. They can greet your guests as they arrive to let them know they are at the right church, and direct them to the Sanctuary, bathrooms, etc.

## **The Rehearsal**

Members of the wedding party need to be reminded that throughout the wedding rehearsal they are in a holy place dedicated to the worship of God and should act accordingly. The officiating pastor oversees the rehearsal and wedding. All rehearsals will begin promptly at the scheduled time, and all members of the wedding party are expected to be present. The marriage license should be delivered to the Lead Pastor on the night of rehearsal. Rehearsal usually lasts for one hour.

## **Wedding Decoration Guidelines**

In decorating for the wedding celebration, it is important that all symbols of the Church be respected. Arrangements for decorating the Church need to be made with the officiating pastor.

- Nails, tacks, staples, pins, tape, or anything which will mark the woodwork or walls cannot be used.
- Wrapped wire or ribbon that will not mark the surface may be used on the ends of the pews to fasten bows. Do not use tape.
- Please stay away from decorations with glitter.
- Aisle runners are not recommended for safety reasons.
- All decorations and equipment must be removed immediately following the ceremony. The Church will not be responsible for decorations left after the wedding. The Church must be left in the same condition in which it was found.
- In case of damage, you will be held responsible for the charges necessary to repair the damage.
- Items available for the wedding:
  - Brass Candelabras
  - Unity Candle Holder
  - White altar clothes will be used.
  - Guest book table

## **Wedding Bulletins**

Printed bulletins containing the order of worship and names of the participants can be used. You are responsible for having them printed.

## **Other Policies**

- Alcoholic beverages may not be served anywhere on Church property either prior or following the wedding.
- Smoking and vaping is not permitted in any part of the church.
- Rice, confetti, bird seed, bubbles, glitter, etc. may not be used inside any part of the building. It is recommended that these items be passed out following the service and used outside. The wedding party is responsible for any personal injuries due to the use of these items.
- To preserve the beauty of the Sanctuary, beverages or food are not allowed. Food and beverages are allowed in the dressing rooms. Please make your wedding party aware of this policy.

## **Wedding License**

Please note that the marriage license must be given to the officiating pastor on the day of the rehearsal.

## **Address to use on your wedding invitation**

Pender United Methodist Church

12401 Alder Woods Drive

Fairfax, Virginia 22033