



**WILLAMSBURG UNITED METHODIST CHURCH
BOARD OF TRUSTEES FACILITY USE AGREEMENT**

FACILITY USE POLICY

Subject:

WUMC Facility Use Policy

Policy:

The Board of Trustees has primary responsibility for establishing procedures and processes regarding use of all WUMC facilities and property for any purpose.

Procedure/Background/Other:

The use of Williamsburg United Methodist Church (WUMC) rooms, facilities, grounds, parking areas and tangible property are primarily for Church activities that have a mission concordant with the history, beliefs and practices of WUMC and are open to the broader membership and/or the public. Fund raising activities that support WUMC missions may be held, but for-profit activities are prohibited. The Board of Trustees shall establish facility use forms that will be used by all parties intending to reserve church facilities for meetings and events. Facility use fees, as well as technology and custodial fees associated with use of WUMC facilities, will be established and periodically reviewed to assure consistency with fees charged by other similar institutions.

In an effort to make the WUMC facility use review and approval process standardized, the Trustees provide the following clarification of policy:

Any requests for WUMC facility use must be made in writing by completion of a WUMC Facility Use Request Form, or Wedding Request Form. A separate form for funerals is used by Pastors. To clarify, requests both internal (from church programs, affiliated programs, members, etc.) and external (community and civic organizations, non-members, etc.) must be submitted in writing at least 14 days prior to the event. The forms for this purpose can be found on the WUMC website and can be completed and submitted on-line. Examples of events where a Facility Use Request Form must be submitted would be meetings, weddings, concerts, recitals, etc.

This policy does not apply to WUMC committees and councils, church staff, and meetings of an interdenominational nature that are hosted by a WUMC staff member. In these cases, room use may be requested directly through the scheduler. The exception to this is if food is to be prepared or served anywhere in the church. If necessary, the scheduler will seek clarification/approval from the Chairperson of the WUMC Trustees.



All Facility Use Request Forms (denied and approved) will be filed by the scheduler in the church office (either electronically or on paper) and the file maintained for reference and use in making future facility use decisions. These Facility Use Request Forms will be maintained for a period of at least two years before being discarded.

No decisions or commitments about facility use will be made by the Trustees unless a Facility Use Request Form is submitted with all required information at least 14 days prior to the proposed date of use (two exceptions are weddings – 30 days, and funerals – as soon as possible). In most cases decisions about facility use will be made by the Chair of the WUMC Trustees in consultation with the scheduler, Pastor, and/or Business Manager. If necessary, a request for several rooms or consecutive dates may be taken to the Board of Trustees as a whole for final disposition.

Reference:

Exhibit A: Williamsburg United Methodist Church Facility Use Agreement and Request Form

Exhibit B: Williamsburg United Methodist Church Wedding Request Form

Approved On Behalf of the Board of Trustees by:

_____ On _____



**WILLAMSBURG UNITED METHODIST CHURCH
BOARD OF TRUSTEES FACILITY USE AGREEMENT**

GENERAL USE REQUEST

The use of Williamsburg United Methodist Church (WUMC) rooms, facilities, grounds, parking areas and tangible property are primarily for Church activities that have a mission concordant with the history, beliefs and practices of WUMC that are open to the broader membership and/or the public. Fund raising activities that support WUMC missions may be held, but for-profit activities are prohibited. In most cases decisions about facility use will be made by the Chair of the WUMC Trustees in consultation with the scheduler, Pastor, and/or Business Manager. Fees may be amended by the Pastor in consultation with the Trustees for private use of the facilities by church staff or members. Cleaning fees may still apply, however, based upon day, time, or nature of the event. Every effort should be made to schedule activities on weekdays since events on weekends will only be scheduled twice per month on a first-come, first-served basis.

This request form must be submitted on-line or on paper at least 14 days prior to the proposed date of the event or activity by the individual signing this agreement. Facility use fees are due at the time this request form is submitted or the event may be cancelled.

Submission Date: _____

Name of Activity: _____

Name of person submitting this form: _____

Email: _____ Phone Number: _____

Williamsburg United Methodist Church Member: YES _____ NO _____

Name of Williamsburg United Methodist Church committee, ministry, affiliate, or group:

Date(s) Requested for Building Use: _____ Time Requested: _____

Size of Group: _____

Briefly Describe This Event: _____

Facilities/Room(s) Requested: _____

Will there be food served at this event? YES _____ NO _____ Refreshments _____

On-site Cooking _____

If catered, name of Caterer and phone number _____

Facility Use and Custodial Fees

Fees for Facility Use are listed below. The fees defray utility cost, clean up, and maintenance cost. Facility use fees are due at the time the request is made. Please call the Church Office (757) 229-1771 to check the availability of the facility to be requested. Reservations will be confirmed on a first-come, first-served basis after this agreement is submitted and signed by both parties. In case of emergency WUMC reserves the right to cancel the requested space with 24 hrs. notice prior to the event. Even if the allotted space remains available for the requested date, our limited parking spaces are not guaranteed.

Building Use Fees

Small Classroom (102, 104)	\$ 75.00	Non-church supported activities on weekends fee:
Large Classroom (101, 103)	\$ 100.00	Less than 75 attendees \$200.00
		More than 75 attendees \$250.00
Wesley Hall – Rm 121	\$ 250.00	
Sanctuary	\$1,000.00	
Atrium	\$ 550.00	
Chapel	\$ 300.00	
Kitchen	\$ 350.00	
Fellowship Hall	\$1,400.00	Custodial Fees
Fellowship Hall plus	\$1,400.00	*Custodian \$ 250.00
Event Liaison	<u>150.00</u>	*Custodian (with reception) \$ 325.00
	\$1,550.00	Sound Tech Sanctuary (optional) \$ 50.00
		Sound Tech Fellowship Hall (opt.) \$ 50.00
Kitchen plus	\$ 350.00	Video/Livestream Tech (optional) \$ 50.00



Kitchen Liaison	<u>\$ 150.00</u>	*Events starting after 6:00 pm, add	
	\$ 500.00	an additional	\$ 75.00

Curfew for Fellowship Hall:

M-F 9:30 pm Saturday – 8:00 pm

If both the Sanctuary and Fellowship Hall (with Liaison/\$150.00) are rented for \$2,550.00, a 15% discount is given on the facility only to equal \$2,167.50. If you are a member or the child or grandchild of a member of WUMC, only the facility fees may be waived. If any event for which a use agreement has been approved requires more than one rehearsal (which is included with the basic facility fee) an additional fee of 10% of the basic facility fee will be added for each additional rehearsal. If the additional rehearsal requires set-up and take-down of any facility to be used, an additional custodial fee of \$75.00 will be added.

If the event is non-church sponsored a security deposit of \$100.00, in addition to total usage fees, will be required at the time of reservation. Following the event, if the rooms used are left in clean and proper order, the deposit will be returned.

For overnight guests staying at the church, there will be a fee of \$10.00 per person/per night with a maximum of 25 guests. This fee is required to be paid 14 days prior to the visit.



WUMC Facility Use Standards of Agreement

The individual signing this agreement (requestor) understands and agrees to abide by the following rules in conjunction with use of WUMC facilities:

1. Requestor and requestor's guests relieve Williamsburg United Methodist Church of liability for any injuries that may occur on church property.
2. Requestor accepts full responsibility for any damage incurred to WUMC property. Requestor agrees to report any property damage to the WUMC office no later than the next working day following property use. Emergencies must be reported immediately to the WUMC Business Manager and/or custodial staff by calling 757-229-1771.
3. Any questions or requests for the custodial staff should be directed to the WUMC office at 757-229-1771. Diagrams for room arrangement must be sketched and submitted to the church office at least 14 days prior to the event. **All set-up and take-down of tables and chairs must be done by church authorized staff. At the end of a meeting or activity all furniture must remain as it was found before the event began.**
4. **For any meeting or activity ending after 7:00 p.m. the requestor agrees to turn off all lights in the assigned rooms and adjacent hallways, and close/lock exit doors.**
5. **Glass partition doors in Fellowship Hall may only be opened or closed by authorized church staff due to risk of breakage or injury.**
6. Williamsburg United Methodist Church is a smoke-free environment.
7. No alcoholic beverages are permitted on WUMC property.
8. Requests for use of a piano or organ must be made directly to the Director of Worship Arts at least 14 days prior to the event.
9. All food and drink are to be kept inside the assigned room(s). If food or drink spillage or waste is found in other unassigned areas an additional fee commensurate with the clean-up will be assessed.
10. No screws or nails may be driven into the building walls. No items may be attached to any part of the building or grounds in a manner that will cause damage.
11. All children are to be supervised at all times by at least two responsible adults.
12. A fee of \$250.00 will be charged for use of the parking lot when not in combination with a scheduled event in the church.

Sign and date below and keep a copy for your records. Payment is due upon return of this agreement. This agreement is null and void if payment is not received at least 14 days prior to the event.

Signature of person requesting WUMC facility use: _____

Today's Date: _____ Amount of fees submitted on this date:

\$ _____