



# **BOARD OF TRUSTEES POLICY MANUAL**

FOR

Williamsburg United Methodist  
Church

500 Jamestown Road  
Williamsburg, VA 23185

## Contents

Board of Trustees Manual Introduction .....	4
WUMC Board of Trustees Basic Responsibilities and Organizational Structure.....	5
Board of Trustees Responsibilities .....	7
Board of Trustees representation on the WUMC Finance Committee. ....	9
Business Manager and Board of Trustees Interface .....	10
WUMC Board of Trustees Representation on the WUMC Endowment Committee .....	11
Insurance Coverage.....	12
Authority for the Business Manager to Procure and Lease.....	13
Safety, Security and Accessibility .....	14
Signage at WUMC .....	15
Sound and Video Systems in WUMC. ....	16
Board of Trustees and the Book of Discipline.....	17
Board of Trustees Meetings.....	18
Board of Trustees Reports .....	19
Board of Trustees Advisors .....	21
Board of Trustees Policy on Oversight of Memorial Garden Committee .....	22
INFORMATION ASSURANCE AND SECURITY POLICY .....	25
I. AIM AND PURPOSE OF THIS POLICY.....	26
Who Does This Policy Apply To? .....	26
II. Definitions .....	26
<i>Confidential Information</i> .....	26
<i>Personal Data</i> .....	27
<i>Public Information</i> .....	27
<i>Custodian</i> .....	28
<i>Data Steward</i> .....	28
<i>Legitimate Business Function</i> .....	28
<i>Mobile Device</i> .....	28
<i>Personally Identifiable Information (PII)</i> .....	28
<i>Restricted Church Information</i> .....	28

*Church Systems* ..... 28

III. Expectation of Privacy ..... 29

    COLLECTION OF PERSONAL DATA..... 29

    DATA PROCESSING ..... 29

    DATA QUALITY ..... 30

IV. System Access Requirements ..... 30

V. Responsibilities ..... 31

VI. Information Security Practices..... 31

    Protect System and Network Access ..... 32

    Protect the Confidentiality of Information ..... 32

    Protect the Integrity of Information ..... 33

    Take Care with E-mail ..... 33

    Dispose of Information and Equipment Properly ..... 33

    Additional Requirements for Off-Campus Computing..... 33

VI. Report Potential Information Security Breaches..... 33

    APPENDIX 1: INFORMATION SECURITY POLICY ACKNOWLEDGEMENT..... 34

    Concerns, Complaints, And Compliments..... 35

    Document Review ..... 35

FACILITY USE POLICY ..... 36

GENERAL USE REQUEST ..... 38

WEDDING REQUEST FORM ..... 42



## Board of Trustees Manual Introduction

This manual has been compiled for two (2) reasons:

1. To document Board of Trustees policies, procedures and practices at Williamsburg United Methodist Church (“WUMC”), and
2. To serve as an instructional resource for members of the Board of Trustees, Church Council and other WUMC members and staff as appropriate.

The policies, procedures and practices included are current as of the date of this manual, and revisions to existing policies and new policies are approved by a majority of the Board of Trustees.

The policies, procedures and references contained in this manual are in accordance with the United Methodist Church Book of Discipline.

The approval source and date for each policy is referenced in the specific policy statements. **As of the approval date the policy supersedes/replaces all previous policies and procedures.** Subsequent revisions to a Policy will carry the revision date, summary of revisions, number, and the original approval date.

The Board of Trustees Chair ensures that the manual is kept current during the year.

The Board of Trustees Chair ensures the manual’s availability to WUMC members, committees and staff by placing it on the WUMC’s website. Printed copies may be requested through the WUMC office for members who do not have internet access. The original Board of Trustees Policy Manual is in the WUMC library.

At the beginning of each calendar year, the Board of Trustees Chair requests Board of Trustee members to electronically review the manual. New members are given a printed copy. The Chair directs an annual review to ensure that the manual is current.

At the first Church Council meeting each year, the Trustees Chair advises new Council members and reminds returning Council members of the existence of the manual and encourages all Church Council members to obtain a copy and become familiar with its contents.



## WUMC Board of Trustees Basic Responsibilities and Organizational Structure

### **Membership:**

The Board of Trustees consists of nine voting members who serve three-year staggered terms. The Lead Pastor and Lay Leader attend Board of Trustees meetings as non-voting members. One member who has had at least one year experience serving on the Board of Trustees is elected Chair of the Board of Trustees. The Chair commits to a one (1) year appointment in the leadership role.

### **Commitment:**

New trustee members commit to a three (3) year appointment to be served January through December, with the eligibility to be reappointed at the end of the term.

New trustee members participate in orientation within the first 45 days of their term presented by the current Chair of Trustees.

Trustee members typically meet one (1) time per month as a Board but must meet at least quarterly.

Advisory Committees meet as needed.

### **Responsibilities:**

- Oversee, maintain and supervise all WUMC real property and fixtures (“property”).
- Report annually to charge conference on the state of WUMC’s property;
- Ensure that all legal documents and articles of incorporation are accurate and current;
- Oversight for all uses of the WUMC property and grounds;
- Ensure adequate insurance coverage is maintained on all WUMC property;
- Submit to the Finance Committee the annual budget requests to insure, maintain and improve all WUMC properties;
- Be accountable to Charge Conference and Church Council.

### **Organizational Structure:**

The Board of Trustees appoints three standing advisory committees with responsibilities to study, gather information and make specific recommendations to the Trustees in the respective areas. Each committee is composed of at least three Trustee members. Each committee may utilize consultants, advisors and volunteers to assist them in the conduct of their work. The Board of Trustees retains the ultimate decision-making authority on all matters except in the following circumstances, which allow the Chair to exercise decision-making power:

- Requests for exceptions to the Building Use Policy in consultation with the Lead Pastor.
- Expenditures more than \$5,000 for emergency situations in consultation with the Business Manager.

The Chair shall disclose to the Board of Trustees, on a monthly basis, the specifics of all instances in which they have exercised their decision-making power.

The three standing advisory committees are:

- **Planning Advisory Committee:** the planning advisory committee has the responsibility to develop short and long-term plans on matters related to WUMC property. The plans address routine maintenance, unexpected repairs, and major capital projects.
- **Policy Advisory Committee:** the policy advisory committee develops a comprehensive policy manual utilizing existing WUMC policies and drafting new WUMC policies as needed. The policy manual addresses all matters related to the Board of Trustees responsibilities on WUMC property. A directory of all current users of WUMC property in the areas of worship, education, mission and community service is posted on the WUMC website. A new policy will be drafted outlining a process for any new program or service utilizing WUMC property to be approved by the Board of Trustees.
- **Operations Advisory Committee:** the operations advisory committee provides oversight of matters approved by the Board of Trustees relating to insurance coverage, budget development, and contract and document approval. The operations advisory committee also interfaces with the Business Manager on all WUMC property matters including special needs request(s) not included in the planning advisory committee's action plans or approved budget.

### **Voting:**

Non-Emergency expenditures over \$5,000 require approval by a simple majority of voting Board of Trustee members present at the meeting.

## **Subject**

# Board of Trustees Responsibilities

## **Policy**

The Board of Trustees of WUMC has primary responsibility for developing policies for the ownership and use of WUMC buildings, facilities, parsonage, grounds, vehicles, equipment, and furnishings.

## **Procedures/Background/Other**

The Board of Trustees shall conduct a regular review of all WUMC properties and develop a plan for maintenance, repair, upkeep and improvements for all WUMC property.

The Board of Trustees shall at least annually submit financial requirements to the Finance Committee for the operation and maintenance of WUMC property and any needed Capital Improvements.

The Board of Trustees shall develop budgets for the annual operation, maintenance and capital improvements and shall maintain a 5-Year Capital Improvement Plan.

The Board of Trustees shall develop and maintain procedures and rules for the use of the WUMC facilities including, but not limited to, weddings, funerals and special events.

The Board of Trustees is authorized to enter into lease agreements with outside entities such as rental of the organ, steeple, and parking spaces.

The Board of Trustees is authorized to enter into contracts with outside entities to repair and maintain all WUMC facilities.

The Chair of the Trustees, Chair of the Staff Parish Relations Committee and the Lead Pastor shall conduct an annual review of the WUMC owned parsonage to ensure proper maintenance. Parsonage maintenance and the replacement of parsonage furnishing shall be included in the annual maintenance plan and budget of the Trustees.



The Board of Trustees shall maintain in a secure location all of WUMC's official documentation including, but not limited to, deeds, surveys, titles, insurance policies, leases and contracts.

In discharging these duties, the Board of Trustees shall be accountable to the Charge Conference and Church Council.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_



**Subject**

Board of Trustees representation on the WUMC Finance Committee.

**Policy**

The Chair or a designated Trustee will be a voting member of the WUMC Finance Committee.

**Procedure**

At their first meeting each calendar year, the Board of Trustees will elect a Chairperson who automatically becomes a member of the Finance Committee. If the Chair elects not to assume the Finance Committee position, he or she will appoint a current member with at least one year of service on the Board of Trustees to serve as the Trustee representative to the Finance Committee. The Chairperson notifies the Chair of the Finance Committee who will be the Trustee representative for the calendar year.

Exceptions to this policy must be approved by a majority vote of the Board of Trustees.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_

**Revisions:**

1. *October 19, 2023 – Clarified that the Trustee representative to the Finance Committee is a voting member.*

**Subject**

**Business Manager and Board of Trustees Interface**

**Policy**

The WUMC Business Manger meets with the Board of Trustees of WUMC at least monthly.

**Procedures**

The Business Manager is the WUMC staff person assigned to support the Board of Trustees. The Business Manager develops a plan to support and maintain all WUMC facilities and property. As such, the Business Manager provides a written Trustees Update Brief at least five days prior to each regularly scheduled Board of Trustees meeting. The Business Manager attends Board of Trustees meetings to address any questions or concerns from the members with regards to the Trustees Update Brief and presents any new developments. The Trustees Update Brief includes any capital expenditure requests, along with updates for ongoing and planned projects.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_

**Revisions:**

1. *October 19, 2023 – Replaced Facility Manger with Business Manager to reflect the current position assigned to Interface with the Board of Trustees.*

**Subject**

WUMC Board of Trustees Representation on the WUMC Endowment Committee

**Policy**

A representative of the Board of Trustees named by the Board of Trustees serves as a voting member of the WUMC Endowment Committee.

**Procedure**

At the first Board of Trustees meeting in the calendar year, the Chair designates a current member with at least one year of service on the Board of Trustees to serve as the representative to the Endowment Committee. The Chairperson notifies the Chair of the Endowment Committee who will be the Trustee representative for the calendar year.

Exceptions to this policy must be approved by a majority vote of the Board of Trustees.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_

**Revisions:**

1. *October 19, 2023 – Clarified that the Trustee representative to the Endowment Committee is a voting member.*

**Subject**

**Insurance Coverage**

**Policy**

The Board of Trustees of WUMC has primary responsibility to determine and maintain insurance coverage for all WUMC properties including the church facility, grounds, equipment, parsonage and vehicles.

**Procedures/Background/Other**

The Board of Trustees reviews WUMC insurance needs at least once per year and utilizes a professional agency as appropriate to conduct the review.

The Trustees shall consider insurance to include, but not limited to, the following:

- General Liability
- Professional Liability
- Directors and Officers Liability
- Vehicle Liability
- Property Damage Liability
- Personal Injury Protection
- Comprehensive Insurance Coverage
- Uninsured Motorist Coverage
- Umbrella Coverage
- Staff Liability and Bonding
- Other Miscellaneous Coverage

The Chair of the Trustees provides an annual report to Charge Conference and Church Council regarding insurance coverage and related matters.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_

**Subject**

Authority for the Business Manager to Procure and Lease.

**Policy**

The WUMC Business Manager is authorized to make necessary expenditures up to \$5,000 for purchases and leases of equipment (“procurements”). Procurements above \$5,000 must be approved in advance by the Board of Trustees, unless it is deemed an emergency expenditure and is approved by the Chair in accordance with the Basic Responsibilities and Organizational Structure section of this manual.

**Procedures/Background/Other**

All procurements over \$5,000 will be submitted to the Chair of the Trustees in advance for approval.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_

Related Policies

**Revisions:**

1. *October 19, 2023 – Replaced Facility Manger with Business Manager to reflect the current position assigned to Interface with the Board of Trustees.*



**Subject:**

**Safety, Security and Accessibility**

**Policy:**

The Board of Trustees has primary responsibility for ensuring a safe, secure environment that is accessible to all person(s) using WUMC.

**Procedure/Background/Other:**

The Board of Trustees shall conduct an annual review of WUMC interior building and exterior property and address any safety or security concerns. Concerns regarding accessibility to all person(s) will be addressed by the Board of Trustees.

**Reference:**

Exhibit A: Williamsburg United Methodist Church Safe Sanctuaries Guidelines

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_



**Subject**

Signage at WUMC

**Policy**

The Board of Trustees is responsible for ensuring that WUMC facilities (both inside and outside) have available signage so that members and guests may navigate to their desired location easily.

**Procedures**

The Board of Trustees conducts an annual review of all signage to ensure that signage is adequate, readable and unobstructed. All requests for new or changed signage will be forwarded to the Trustees for approval and action, if necessary.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_



**Subject**

Sound and Video Systems in WUMC.

**Policy**

The Board of Trustees is responsible for the installation, maintenance and operation of the sound and video systems in WUMC.

**Procedures/Background/Other**

The Board of Trustees, in collaboration with the Communications Committee, develops and distributes written procedures to accomplish these tasks. Only authorized and trained personnel, as determined by the Trustees and/or Communications Committee will be allowed to utilize the sound and video systems.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_





**Subject**

**Board of Trustees and the Book of Discipline**

**Policy**

The Board of Trustees shall, at all times, adhere to the Book of Discipline of the United Methodist Church for guidance on policy development and interpretation.

**Procedures**

In January of each year, the Board of Trustees shall review all policies adopted by the Board of Trustees and contained in this manual to confirm that such policies adhere to and are consistent with the Book of Discipline of the United Methodist Church in effect at the date of review.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_



**Subject**

**Board of Trustees Meetings**

**Policy**

The Board of Trustees meets within the first 30 days of the calendar year for an organizational meeting.

**Procedures/Background/Other**

The first item of business is the election of officers. Officers shall include a Chairperson and may include a Vice-Chairperson, Secretary and other officers as needed.

Other meetings may be called by the Chairperson, the Vice-Chairperson or the Lead Pastor. Meetings shall be held at least quarterly.

A majority of members of the Board of Trustees present constitutes a quorum for conducting business.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_

## **Subject**

### Board of Trustees Reports

## **Policy**

The Board of Trustees shall submit a written annual report to the charge conference and provide additional reports as required to Church Council.

## **Procedure**

The annual report to the charge conference shall include the following:

1. The legal description and the reasonable valuation of each parcel of real estate owned by WUMC;
2. The specific name of the grantee in each deed of conveyance of real estate to the WUMC;
3. An inventory and the reasonable valuation of all personal property owned by WUMC;
4. The amount of income received from any income-producing property and a detailed list of expenditures in connection therewith;
5. The amount received during the year for building, rebuilding, remodeling, and improving real estate, and an itemized statement of expenditures;
6. Outstanding capital debts and how contracted;
7. A detailed statement of the insurance carried on each parcel of real estate, indicating whether restricted by co-insurance or other limiting conditions and whether adequate insurance is carried;
8. The name of the custodian of all legal papers of WUMC, and where they are kept;
9. A detailed list of all trusts in which WUMC is the beneficiary, specifying where and how the funds are invested, clarifying the manner in which these investments made a positive contribution towards the realization of the goals outlined in the Social Principles of the Church, and in what manner the income here from is expended or applied.
10. An evaluation of all WUMC properties, including the chancel areas, to ensure accessibility to persons with disabilities; and when applicable, a plan and timeline for the development of accessible WUMC properties.



The Board of Trustees submits a written annual report and provides an oral report at each Church Council meeting.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_



**Subject**

**Board of Trustees Advisors**

**Policy**

The Board of Trustees acknowledges that it would be beneficial to their work to have Trustee Advisors with knowledge, professional expertise, and institutional history of WUMC to provide guidance to the Board of Trustees. Advisors are non-voting members of the Board of Trustees. The Board of Trustees may also appoint and utilize separate ad hoc committees as needed.

**Procedure**

In January each year, the Board of Trustees shall review Trustee Advisors appointments as documented in the minutes from the previous year and vote if individual advisors shall be re-appointed for the calendar year. Re-appointments are approved with a majority vote of the Trustees. Recommendations for new advisors may be made by any current Trustee member at any time and approved by a majority vote of the Trustees.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_

**Subject:**

## Board of Trustees Policy on Oversight of Memorial Garden Committee

**Policy:**

In accordance with the responsibility for local church facilities assigned to the Board of Trustees by the Book of Discipline of the United Methodist Church, the Board of Trustees exercises oversight of the Memorial Garden Committee to ensure the perpetual care of the Memorial Garden.

**Procedure:**

The governing procedures for operation of the Memorial Garden are contained in the attached Memorial Garden policy (labeled Exhibit B). Accounting procedures for Memorial Garden fees are described in this policy, and in Financial Policy No. 5.3 approved by the Finance Committee August 26, 2019 (copy attached, Exhibit C). The Trustees ensure compliance with these documents in carrying out the intent of WUMC in establishing the Memorial Garden but intervenes only if the Garden shows general deterioration. The Memorial Garden Committee submits to the Trustees for approval any non-typographical changes to the Memorial Garden policy or any sales contract, as well as maintenance or change projects when total costs exceed WUMC's capital expenditure criteria.

The Chair of the Memorial Garden Committee, or designee, will be an Advisor to the Board of Trustees per the Board of Trustees Advisor Policy and is welcome to attend regular Trustees meetings.

**Reference:**

Exhibit B – Memorial Garden Policy

Exhibit C – Finance Policy No. 5.3

Approved on Behalf of the Board of Trustees by:

\_\_\_\_\_ dated \_\_\_\_\_



**Approval of Board of Trustee Policy Manual**

**Date:** \_\_\_\_\_

**Members of the 2023 WUMC Board of Trustees**

\_\_\_\_\_  
Russ Henke, Chair

\_\_\_\_\_  
Rob Fetter, Vice Chair

\_\_\_\_\_  
Barbara Feagin, Secretary

\_\_\_\_\_  
Van Dobson, Member

\_\_\_\_\_  
Betsy Harrison, Member

\_\_\_\_\_  
Rick Hillyer, Member

\_\_\_\_\_  
Greg Johnson, Member

\_\_\_\_\_  
Pamela Mason, Member

\_\_\_\_\_  
Laura Viancour, Member



**Subject:**

Information Assurance and Security Policy

**Policy:**

The Board of Trustees has primary responsibility for establishing procedures and processes regarding use and security of informational technology in all WUMC facilities.

**Procedure/Background/Other:**

All members of WUMC community are responsible for protecting the security, confidentiality, integrity, and availability of information entrusted to them, and for taking affirmative steps to prevent unauthorized disclosure or loss. This policy sets forth the security requirements that all members of WUMC community must follow to meet that responsibility.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_





## INFORMATION ASSURANCE AND SECURITY POLICY

**Subject:**

Information Assurance and Security Policy

**Policy:**

The Board of Trustees has primary responsibility for establishing procedures and processes regarding use and security of informational technology in all WUMC facilities.

**Procedure/Background/Other:**

All members of WUMC community are responsible for protecting the security, confidentiality, integrity, and availability of information entrusted to them, and for taking affirmative steps to prevent unauthorized disclosure or loss. This policy sets forth the security requirements that all members of WUMC community must follow to meet that responsibility.

Approved On Behalf of the Board of Trustees by:

\_\_\_\_\_ On \_\_\_\_\_

## I. AIM AND PURPOSE OF THIS POLICY

Williamsburg United Methodist Church (herein referred to as “WUMC”) is entrusted with a great deal of information from members, employees, visitors, business partners, and other sources. That information is critical to WUMC's mission and to the administrative functions that support that mission. This information must have adequate safeguards in place to protect those it relates to and the organization.

All members of WUMC community are responsible for protecting the security, confidentiality, integrity, and availability of information entrusted to them, and for taking affirmative steps to prevent its unauthorized disclosure or loss. This policy sets forth the security requirements that all members of WUMC community must follow to meet that responsibility.

### Who Does This Policy Apply To?

This policy is approved by the board of trustees and applies to:

- Our trustees, staff, members, volunteers, and anyone accessing Church Systems (defined below) (both paid and voluntary) or information contained on those systems, such as visitors, vendors, and contractors.
- Any individual involved in the collection or processing of personal data on behalf of WUMC.
- Any individual involved in the collection or processing of payments.
- All Church activities, whether on campus or off, and to all information regardless of the medium in which it is stored (paper, electronic, etc.) or shared (electronically, verbally, visually, etc.).

Violations of this policy may result in disciplinary action up to and including separation from WUMC.

## II. Definitions

Information generated, collected by, or entrusted to WUMC is classified as follows:

### *Confidential Information*

Confidential Information means data that is protected by federal, state or local law or contractual obligation, or that is specifically designated as confidential by WUMC. Information also is considered confidential if its loss, misuse or unauthorized disclosure or alternation might cause substantial injury to

WUMC and/or its members in terms of financial loss, reputational damage, operational capability, and/or significant embarrassment. Examples of Confidential Information include, but are not limited to:

- PII
- HIPPA
- Pastoral Care
- Payroll records
- Personnel (employment) records
- Bank account, credit/debit card or other financial information

The highest levels of security must be applied to restrict access to confidential information to authorized individuals, and to protect against its unauthorized use, disclosure, or modification.

### *Personal Data*

Personal Data means all data that is not classified as either "Confidential" or "Public" and its loss, misuse or unauthorized disclosure or alteration might cause moderate injury to WUMC and/or its members.

Examples include, but are not limited to:

- Internal directories
- Contact Information (full name, email address, mailing address, phone number)
- Non-public meeting minutes or memoranda
- Contracts
- Information about financial transactions
- Drafts of official documents
- Employee Social Security numbers

A reasonable level of security must be applied to limit access to Personal Data, and to prevent its unauthorized use, disclosure, or modification.

### *Public Information*

Public Information means data that is open to WUMC community, external entities, and the general public. Examples of Public Information include, but are not limited to:

- Press releases
- WUMC website
- Publicly posted schedules or calendars
- Publicly posted or published newsletters or magazines

A reasonable level of security within the industry standard must be applied to protect Public Information against unauthorized modification.

### *Custodian*

Custodian means any individual who has been approved to execute a Legitimate Business Function which requires the provision of access to Restricted Church Information, or who uses that information in support of a Legitimate Business Function.

### *Data Steward*

Data Steward means a Church official with enterprise responsibility over Restricted Church Information.

### *Legitimate Business Function*

Legitimate Business Function refers to the justification, as approved by an appropriate supervisor, for which access to Restricted Church Information is approved.

### *Mobile Device*

Mobile Device means an electronic device, without regard to ownership, that is easily transportable and capable of accessing, storing, or transmitting information. Mobile devices include but are not limited to laptop computers; tablets; netbooks; cell phones; Smartphones (e.g., iPhones, Galaxy); flash or "thumb" drives; magnetic tape; discs; and external hard drives.

### *Personally Identifiable Information (PII)*

(PII) is information that, when used alone or with other relevant data, can identify an individual.

### *Restricted Church Information*

Restricted Church Information means any information which is classified by WUMC as either Confidential or Internal Use (see the definitions above).

### *Church Systems*

Church Systems means Church-owned or controlled computing devices, data networks, software, databases, services, and facilities. Examples of Church Systems include but are not limited to shared computer drives, network file shares, networkable copiers, Church-provided wireless networks (WiFi), and Church-provided programs or software such as Microsoft Word, Outlook, Amplify, Canva, Mailchimp, Adobe Suite and Zoom.

### III. Expectation of Privacy

Communications and information transmitted, and activities conducted with regard to the operations of WUMC are expected to be monitored.

#### COLLECTION OF PERSONAL DATA

Williamsburg United Methodist Church will only obtain Personal Data in support of its objectives through lawful and fair means and with the knowledge and consent of the individual concerned. Such consent for the collection, processing, and / or transfer of their Personal Data will be established through the following principles:

- Ensuring that the request for consent is presented in a manner which is clearly distinguishable, using clear and plain language.
- Ensuring the consent is freely given.
- Documenting the date, method, and content of the consent, in addition to its intended use.
- Providing a simple method for a Data Subject to withdraw their Consent at any time.

Consent may be provided electronically, or in writing.

As minors are unable to consent to the Processing of Personal Data, consent must be sought from the person who holds parental responsibility over the minor.

#### DATA PROCESSING

WUMC uses the Personal Data it collects for the following broad purposes:

- The general running and administration of WUMC.
- To fulfill the objectives of WUMC, including the provision of pastoral care to its attendees

The use of Personal Data will be considered from the data subjects' perspective – considering whether its use for the intended purpose would align with the consent under which it was provided.

In any circumstance where consent has not been expressly provided for specific activity being completed, one or more of the following conditions must be satisfied to determine the fairness and transparency of any further processing:

- Any link between the purpose for which the Personal Data was collected and the reasons for intended further processing.
- The context in which the Personal Data has been collected, in particular the relationship between the data subject and the data controller.
- The possible consequences of the intended further processing for the data subject.
- The existence of appropriate safeguards relating to further processing, which may include encryption, anonymization or pseudonymization.

### DATA QUALITY

WUMC will adopt all necessary measures to ensure that the Personal Data it collects and processes is complete and accurate in the first instance and is updated to reflect the current situation of the data subject.

The measures adopted by WUMC to ensure data quality include:

- Correct Personal Data known to be incorrect, inaccurate, incomplete, ambiguous, misleading or outdated, even if the data subject does not request rectification.
- Inactivate, rather than delete Personal Data where:
  - The law prohibits erasure
  - Erasure would impair the legitimate interests of the Data Subject
  - The data subject disputes that their Personal Data is correct and it cannot be clearly ascertained whether their information is correct or incorrect.

WUMC will request on a periodic basis that data subjects ensure that personal data is accurate and complete.

## IV. System Access Requirements

Limiting access to Church Systems can prevent unauthorized access to those systems and the information they contain. WUMC therefore provides limited access to those systems based upon a demonstrated business need. Access to Church Systems requires the following:

- A. An authorized relationship with WUMC (i.e., staff, members, and in limited circumstances vendors or contractors);
- B. A Legitimate Business Function as certified in writing by the individual's direct supervisor;
- C. A completed system access agreement;
- D. Approval for access to information domains by the relevant Data Steward; and

- E. Use of a unique username and password by each individual granted system access (group access and shared credentials may be permitted on an exception basis with the approval of the CIO.) See the Information Security Requirements, below, for the required steps for protecting credentials.

Access is conditioned upon the user's agreement to abide by the foregoing requirements and all applicable Church policies.

## V. Responsibilities

All members of WUMC community share the responsibility for safeguarding Church information.

The following individuals/offices have a heightened expectation as outlined below:

- A. Data Steward: Responsible for the decision to authorize, or not, access to Restricted Church Information for which they are the primary Church executive in charge of that functional area (e.g., Finance: Chair of Finance Committee / Membership: Business Manager and Director of Congregational and Community Engagement [Communications]).
- B. Data Custodian: Responsible for the security of Restricted Church Information to which they have been granted access, in whatever format (e.g., electronic, paper, verbal).
  - 1. Access to member PII is granted to the following:
    - a. Staff
    - b. Connection Corner Volunteers
    - c. Committee Chairs
  - 2. Access to Financial Data
    - a. IAW Finance Committee
- C. Technology Services IT Service Provider: Responsible for the implementation and auditing of functional controls which support the restriction of access to Restricted Church Information to individuals with a Legitimate Business Function that has been appropriately approved for such access.
- D. Department Head: Responsible for ensuring that Restricted Church Information is appropriately handled, stored, and destroyed in accordance with applicable Church policy.

## VI. Information Security Practices

All staff are responsible for completing WUMC's mandatory online **Privacy and Information Security Training**. All members of WUMC community, and anyone accessing Church Systems, are responsible for adhering to WUMC information security requirements, including but not limited to the following:

## Protect System and Network Access

1. Know and follow the requirements in WUMC's [Technology Use Policy](#).
2. Do not use Church systems in a way that negatively impacts the functioning or availability of those systems.
3. Treat credentials for access to Church systems (e.g. usernames and passwords) as confidential. Such credentials are non-transferable and should never be shared, *even with Church personnel from Technology Services*.
4. Use strong passwords to access Church systems and to secure personal computers.
  - a. Minimum of 8 characters and must contain (1) each of the following; capital letter, number, special character
5. Do not write down passwords where they are easily accessible to others.
6. Do not save passwords in Church web browsers or send via e-mail.
7. Do not attempt to access Church systems unless authorization has been provided (see System Access Requirements, above).
8. Log out from a Church system when you are finished working, or if you will be away from your computer for more than a few minutes.
9. Maintain up-to-date anti-virus software and system patches on all computers. When prompted to update such software or patches do so as soon as possible.
10. Do not download or install computer programs or software onto Church Systems without prior approval from Technology Services (TS).
11. Access Church systems and Restricted Church Information only on Church provided or specifically approved hardware.

## Protect the Confidentiality of Information

1. Do not share information collected for a specific purpose with those outside WUMC community without notification and consent.
2. Do not access or use Restricted Church Information other than for a Legitimate Business Function.
3. Do not share Restricted Church Information with those who do not have a Legitimate Business Function which requires knowledge of that information.
4. Fax/Scan confidential data only after confirming that the receiving machine is located in a secure area accessed only by those with a legitimate need to see the information being transmitted.
5. Do not leave paper documents containing Restricted Church Information where they are accessible to those who do not have a legitimate need to know that information. Secure all such documents in a locked suite, office, desk, or file cabinet.



6. Store Confidential Information only on an appropriately encrypted medium. Contact our Information Technology Service Provider to have the necessary encryption technology installed on your computer.

### Protect the Integrity of Information

1. Do not modify Church information for purposes other than a Legitimate Business Function.
2. Do not use Church information for personal use or benefit.
3. Do not infringe or alter the intellectual property of others.

### Take Care with E-mail

1. Adhere to the requirements in the WUMC [Electronic Communications Policy](#).
2. Do not use personal e-mail for work purposes.
3. Do not download e-mail attachments or click on links from unknown senders. Be cautious of emails from known senders that appear suspicious or out of character.
4. If using a mobile device, follow the Additional Requirements for Mobile Devices, below.

### Dispose of Information and Equipment Properly

1. Shred all written documents that contain Restricted Church Information when they are no longer required.
2. If you are unsure whether you are authorized to access, share, or transmit confidential information, or have other questions about protecting that information, contact the Business Office for guidance.

### Additional Requirements for Off-Campus Computing

Employees who work from off-campus locations must take additional steps to protect information, including use of an encrypted communication channel to access Church systems and information. Before accessing such systems or information see the [Telecommuting Policy](#) and contact our Information Technology Service Provider in order to implement the required security measures for off-campus computing.

## VI. Report Potential Information Security Breaches

Any individual who suspects that a Breach of WUMC Systems has occurred due to the theft or exposure of Personal Data or Confidential Data must immediately notify the Business Manager, providing a description of what occurred.



All reported incidents will be investigated to confirm whether or not a Breach has occurred. If a Breach is confirmed, WUMC will follow the established protocols based on the criticality and the scope of the Breach. The Chair of the Board of Trustees shall be notified of any confirmed Breach.

## APPENDIX 1: INFORMATION SECURITY POLICY ACKNOWLEDGEMENT

Volunteer Name (Print): \_\_\_\_\_

I agree to take all reasonable precautions to ensure that sensitive information entrusted to Williamsburg United Methodist Church will not be disclosed to unauthorized persons.

I understand that I am not authorized to use Confidential or Personal Data obtained by WUMC for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of a trustee.

I have access to a copy of the Information Security Policy, I have read and understand it, and I understand how it impacts the areas I operate within.

I agree to abide by the policies and other requirements found in the Information Security Policy. I understand that non-compliance may lead to criminal and / or civil penalties.

I also agree to promptly report all violations or suspected violations of this Information Security Policy to the Business Manager.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Concerns, Complaints, And Compliments

Should anyone have any concerns, complaints, or feedback in relation to this policy please contact:

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

It would be helpful to have complaints in writing as this avoids any possible misunderstanding. Whether verbal or in writing, complaints will be acted upon at the earliest convenience. The target response for written complaints is 10 days.

## Document Review

The trustees will review this policy annually, amending and updating it as required. Communication of changes will be distributed to those affected.

Date of Most Recent Review: \_\_\_\_\_

Date of Next Review: \_\_\_\_\_

Signed (on behalf of Church Trustees): \_\_\_\_\_

## 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	<b>Custodial Fees</b>	
Fellowship Hall <b>plus</b>	\$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 <b>plus</b>	\$ 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:

\$ \_\_\_\_\_



## WEDDING REQUEST FORM

We at Williamsburg United Methodist Church offer our sincere congratulations to you on your engagement! We also consider it an honor that you would consider our campus as the location for your entering into marriage, and thus we will strive to make this both an enjoyable and memorable occasion. That said, we have certain policies and procedures that need to be followed as you make arrangements for this joyful occasion. **The first step is the completion and submission of this form on-line or on paper, at least one month (30 days) prior to your wedding date.** In most cases, decisions about building use are made by the Chair of the WUMC Trustees, in consultation with the scheduler, Pastor, and Business Manager. Fees may be reduced for use of WUMC facilities by church members and their families, and staff, although cleaning fees may still apply based upon day, time, and the facilities used.

Today's Date: \_\_\_\_\_

Names of Bride and Groom: \_\_\_\_\_

Member of Williamsburg United Methodist Church: YES \_\_\_\_\_ NO \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

### FACILITY USE

Date Requested for Facility Use: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Number of Guests Including the Wedding Party: \_\_\_\_\_

Room(s) Requested: Sanctuary: \_\_\_\_\_ Atrium: \_\_\_\_\_ Fellowship Hall: \_\_\_\_\_

Kitchen: \_\_\_\_\_ Will there be food preparation involved? YES \_\_\_ NO \_\_\_

Onsite cooking \_\_\_\_\_ Refreshments: \_\_\_\_\_

If Catered Name and phone number of caterer: \_\_\_\_\_

Fellowship Hall Glass Partition closed? YES \_\_\_ NO \_\_\_

Dancing? YES \_\_\_ NO \_\_\_ Disc Jockey? YES \_\_\_ NO \_\_\_ Live Band? YES \_\_\_ NO \_\_\_



### Clergy

**Clergy must be licensed by the Commonwealth of Virginia to conduct a wedding ceremony. If using clergy from outside WUMC, we ask that you have them make a courtesy call to WUMC pastors at 757-229-1771 to inform them of your wedding arrangements.**

Pastor: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Denomination: \_\_\_\_\_  
 Licensed in Virginia: Yes \_\_\_\_\_ No \_\_\_\_\_

### Facility Use, Custodial Fees, and Honorarium

Fees for Facility Use are listed below. The fees defray utility costs, clean up, and maintenance.

**Facility use fees are due at the time the request is made.** Please call the WUMC Office (757) 229-1771 to check the availability of facilities desired. 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. While our parking lot is open for use, parking spaces are limited and cannot be guaranteed.

### WEDDING HONORARIA

Pastor	\$ 350.00/discretion of couple
Wedding Coordinator	<b>\$ 150.00</b>
*Custodian (sanctuary only)	<b>\$ 250.00</b>
*Custodian (with reception)	\$ 325.00
Sound Tech Sanctuary (Option)	<b>\$ 50.00</b>
Sound Tech Fellowship Hall (Opt.)	\$ 50.00
Video/Livestream Tech (Optional)	\$ 50.00
Organist	<b>\$ 250.00</b>
Soloist	\$ 100.00 - \$150.00

Highlighted fees are due two weeks prior to wedding and mailed to Gwen Hinton (wedding coordinator/address on back). Each check made out to individuals. Sanctuary or chapel rental due with this form.

\*For weddings starting after 5:00 p.m., add an additional fee of \$75.00

### Building Use Fees

Sanctuary	<b>\$1000.00 Due at booking</b>
Kitchen	\$ 350.00
Fellowship Hall	\$1400.00
Atrium (when F. Hall is not used)	\$ 550.00
Chapel	\$ 300.00
Wesley Hall – Rm. 121	\$ 250.00
Fellowship Hall <b>plus</b>	\$1400.00
Event Liaison	<b>\$ 150.00</b>
	<b>\$1550.00</b>

**Curfew for Fellowship Hall: M-F 9:30 p.m. Sat – 8:00 p.m.**



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

If both the Sanctuary and Fellowship Hall (with Liaison/\$150.00) are rented for \$2550.00, a 15% discount is given: the fee equals \$2167.50. If you are a member or the child or grandchild of a member of WUMC, 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.

On the church web site ([www.williamsburgumc.org](http://www.williamsburgumc.org)), please fill out the **Wedding Registration and Information Form**. Please also contact the Church Wedding Coordinator, Gwen Hinton at (757) 876-0652 at your earliest opportunity. She will be able to help you through every step of the arrangements with our church. Checks with payment for pastor, wedding coordinator, organist, soloist, custodian, and sound technician/s should be made out to each individual and mailed (two weeks prior to the event date) to: Gwen Hinton 1184 Jamestown Rd. Unit 11, Williamsburg, VA 23185.



### 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 at 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:

\$ \_\_\_\_\_