



5445 Scioto Darby Road & 3691/3701 Main St. Hilliard, OH 43026
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POLICY FOR BUILDING USE

The Hilliard United Methodist church (HUMC) was constructed for, and is maintained as, a facility to be used by and for those who seek to respond faithfully to God. While we extend the use of our facility to groups, all uses of the church facilities must be consistent with the Mission Statement of HUMC – “To grow authentic followers of Jesus Christ to share God’s amazing love for the transformation of the world. Applications for use of HUMC will be considered only after properly completing the Room Request form (attached) and submitting it to the Church Office. HUMC reserves the right to deny the use of the facilities to any non-HUMC related group at its sole discretion for any reason.

1. All church sponsored events must be scheduled for a specific space by completing a Room Request form and submitting it to the church office. Office hours are 8:30 a.m. – 2:30 p.m., Monday through Friday. This policy applies to all committees, groups, and events, including church-sponsored events and regularly scheduled monthly meetings. The Church Office will assign the meeting or event to a space, and then add the event to the church calendar.
2. First priority of usage of our facilities will be given to Church Events, followed by Church Member non-profit events, and non-profit events. A Room Request form and the Policy for Building Use will be given to all applicants at the time of their request. One or more adults must accompany all minors (under 21) using facilities.
3. All requests for building usage, other than church sponsored events, must be submitted to the Church Office. No organization or individual shall be granted a request that would interfere with a regularly scheduled church event. Upon receipt of the signed and completed form, the Church Office will review the church calendar for availability. If the date is open, and the event meets the criteria of HUMC’s mission statement, the requested meeting will be added to the church calendar. It is the responsibility of the requesting group to contact the church office after submitting an application to verify approval of the facility request. Note: The requested space will be reserved, but other activities may be scheduled for other available rooms.
4. Approval of Facility Usage in no way endorses any group that chooses to meet at the church. The church name and address can only be used to identify the location of the event. The church shall not be listed as a sponsoring organization, unless so approved by the Church Administration.
5. Smoking, alcoholic beverages and illegal substances are prohibited within the building or on any HUMC owned property or grounds. Enforcing this is the responsibility of the group approved to use the facility.
6. Only the approved rooms shall be used.
7. It is the responsibility of the group using the HUMC facility to provide supervision of children at all times. To comply with the HUMC Safe Sanctuary Policy, at least two adults shall supervise groups of children. The approved group is responsible for assuring the safety of all children present at the scheduled event.
8. The approved group is responsible for any set up and clean up that is required (this includes all tables and chairs). Rooms must be left neat and clean and returned to their original condition. All church equipment must be returned to the same location in which it is found. If a room set up is disturbed or dismantled, restore it to the original condition before the group leaves. Wash dishes and utensils; dry and put them away. Any abuse, damage to, or loss of church property shall be the responsibility of the person signing this agreement. Such sum as will be necessary to completely restore the damaged property to its original condition shall be paid on demand to HUMC by the person signing this agreement.

9. No adhesive of any kind shall be used on any painted or wood surfaces or on the ceiling. This includes, but is not limited to tape of any kind, any glue putty, paste, gum, or any related form of adhesive. No pins, nails, staple, screws or like devices may be used except where specifically designated and approved by the HUMC Trustees.
10. The church cannot store equipment, supplies, or materials owned by groups or individuals and will not be responsible for the same. Does not apply if a group is an affiliate of the church (ie. Boy/Cub Scouts, AA).
11. There shall be no use of candles in the building without prior permission from the HUMC Trustees.
12. Only qualified personnel who are approved or provided by HUMC will operate video, sound and projection equipment, office, and/or kitchen equipment. Fees will be charged to the using group for these services. Technology requests must be included on the initial room request, however, TECHNOLOGY USE IS BASED ON PERSONEL AVAILABILTY AND IS NOT GUARANTEED. Use of the kitchen includes coffee maker, refrigerator, and the sinks. Use of the major kitchen appliances including the stoves, ovens, dishwasher, china, serving items, silverware, and paper products is not permitted. Individuals or groups are to provide their own table service and disposable items, etc.
13. Use of the church facilities by non-HUMC organizations requires the presence of a custodian or other person approved by the Office Administrator at all times. Fees will be charged for this service.
14. When using the kitchen, do not leave food in the refrigerator. All food must leave the building with the approved group. Be sure to turn off coffee makers. Put all trash in dumpster located outside of the kitchen. This is especially needed for soiled diapers. DO NOT ALLOW THESE TO ACCUMULATE – DISPOSE OF THEM AT THE END OF THE GROUP'S USE OF THE BUILDING THAT DAY.
15. HUMC shall assume no liability for the loss, damage or return of any items of personal property brought onto the premises by any member of the group or any of its guests. The group reserving the facility shall assume all liability and risk for any loss or damage to items of personal property brought onto the premises by any member of said group or any of its guests.
16. HUMC expects events to be held during building hours: Monday-Friday, 8:30am – 9pm and Saturday, 8am – 7pm. For all other hours, arrangements must be made through the Office Administrator. Please notify the Church Office (614.876.2403) for all cancelled events as soon as possible.
17. All non-church sponsored events will be charged for building usage. 100% of the facility usage fee will be due to the church office seven business days prior to the event.
18. Building usage fee guidelines:

	<u>Unaffiliated Groups</u>	<u>Affiliated Groups</u>
Worship Center	\$300	\$150
Social Hall	\$200	\$50
Classrooms	\$100/room	\$25/room
Kitchen	\$200	\$50
Chapel	\$100	\$30
Gymnasium	\$200	\$50
Parlor	\$100	\$25
Nursery	\$100	\$25

Additional required fees will be noted when the Room Request is Approved. If custodial coverage is required, a fee of **\$50/hour** for non-church group; **\$25/hour** for HUMC members shall be charged.

** There are separate documents regarding weddings and kitchen use, also available from the Church Office.

I have read and will abide by Hilliard United Methodist Church's Policy for Building Use.

Signature

Print Name

Organization

Date