

INTRODUCTION

The mission of Milford Hills United Methodist Church is to make disciples across the street and around the world. That mission receives top priority when it comes to the use of our church facility. When possible, MHUMC wishes to expand its outreach into the community by offering the use of its facilities.

Facilities use activities fall under the jurisdiction of the Board of Trustees, which manages the use of building facilities. No commitment for building use is finalized until the Facilities User Agreement has been completed and executed by the Board of Trustees, or its designee.

MHUMC has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations have also used our facilities for one-time or short-term usage. Available for ongoing usage is limited but can be considered. Our first priority is for the program and membership needs of MHUMC. Lesser use priorities are for any nonprofit groups that are supported by the church, then (2) other nonprofit organizations and groups. In the event of an unexpected event, including a funeral, power outage, or unexpected equipment malfunction, any previously scheduled event may be cancelled at the discretion of the Board of Trustees.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by MHUMC. No activities or advocacy may take place within our buildings or grounds that conflicts with the policies and practices of The United Methodist Church.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Fees for Facility Usage
- Rules and Regulations of the MHUMC Board of Trustees
- *Facilities User Agreement* Form
- *Release and Indemnity Agreement* Form

STEPS TO FACILITY USE SCHEDULING

1. Complete the *Facilities User Agreement*. One is included in this guide, or you may obtain one from the church office.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the completed *Facilities User Agreement* to the church office at least 4-weeks in advance of the event. The Board of Trustees will then evaluate the request, and you will be notified if your request is approved or not approved. After approval, applicable fees are due to the church office at least 1-week prior to the event.

FEES FOR FACILITY USAGE

Fellowship Hall

Church Member Individual Use	No Charge *
Outside Organization Use	\$250
Cleaning Deposit (Required for All)	\$50 (refundable)
Key Deposit	\$10 (refundable)

All fees received are used to help offset costs associated with utilities and custodial services of the facilities used.

** Use of church facilities shall be provided at no charge for the individual use of church members in good standing. Church members will be asked to provide, at their own discretion, a donation to help offset the cost of utilities and custodial services.*

RULES AND REGULATIONS OF THE BOARD OF TRUSTEES

- **INSURANCE RESPONSIBILITY**

Organizational users will be required complete the *Release and Indemnity Agreement* form and promise and warrant that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The organization shall provide a certificate of insurance to the MHUMC Board of Trustees at least 14-days prior to the date upon which the organization begins to use MHUMC facilities. The certificate of insurance will indicate that the organization has listed MHUMC as an “additional insured” on their policy with respect to the use of the organization of the MHUMC facilities.

Individual users, including church members, will be required to complete the *Release and Indemnity Agreement* form.

- **BREAKAGE**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgement in such use in order to prevent defacement, damage, or breakage. The persons signing the Application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgement of the MHUMC Board of Trustees has been carelessly or irresponsibly subject to more than normal wear and tear by the persons or group involved.

- **ROOM SETUPS**

All rooms have been designated with a standard room setup. Any rooms that have been rearranged must be setup in original form by groups using them.

- **CLEANING OF FACILITY**

Any group using the Fellowship Hall or Kitchen will be responsible for sweeping and mopping of floors after an event.

- **SOUND AND/OR VIDEO EQUIPMENT**

The Fellowship Hall sound equipment may be made available upon request. The systems may only be operated by a member of the MHUMC AVL team (at a cost of \$75 per event) or by technicians pre-approved by the Board of Trustees. Group-provided sound, recording, or video equipment may not be

attached to church systems (including the electrical system) through cables or connectors without prior approval.

- **SMOKING POLICY**

Smoking is not permitted on any church property. Violation of this rule is sufficient ground for a church staff member of Board of Trustee representative to withdraw immediately any group's use of the facilities and/or to deny use in the future.

- **ALCOHOL / CONTROLLED SUBSTANCES POLICY**

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substance (without legal medical use) shall not be permitted at any time on church property, including the outdoor areas and parking lots. Violation of this rule is sufficient ground for a church staff member of Board of Trustee representative to withdraw immediately any group's use of the facilities and/or to deny use in the future.

- **SUPERVISION OF CHILDREN AND YOUTH**

MHUMC has adopted the policy of **Safe Sanctuaries** for children and youth. All users of the facilities are expected to follow the guidelines of this policy, including the following provisions:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present should be currently certified in First Aid and CPR.
- Background checks will be required for all adults involved in the supervision of children and youth.

Questions regarding this policy should be directed to the MHUMC Safe Sanctuary Compliance Officer or the Board of Trustees.

- **DECORATIONS**

All decorations require prior approval of the Board of Trustees or their designee. Decorations may only be attached to wooden trim, and wooden doors with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

- **STARTING AND ENDING TIMES**

Monday through Friday from 8:00am through 9:00pm. Saturday from 9:00am until 6:00pm. Sunday from 1:00pm until 6:00pm.

The building must be completely cleared not later than 9:30pm on weekdays or 6:30pm on weekends to allow for the building to be closed promptly. Exceptions to these times must be approved in advance by the Board of Trustees and may be subject to an additional custodial surcharge.

- **STORAGE**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

- **PARKING**

Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

- **SECURITY**

MHUMC strives to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

- **FACILITY KEYS**

Users will be permitted to pickup the necessary keys from the Church Office no earlier than 2-business days before the event and should be returned on the first business day following the event. There will be a \$10 refundable deposit required when keys are obtained.

- **CHURCH HOST**

At the discretion of the Board of Trustees, or Senior Pastor, a Church Host may be required for event approval. The fees to cover this host would be negotiated upon determination of need.

- **FINAL DECISIONS**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Board of Trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the Board of Trustees' direction or forfeit immediately the use of any part of the facility.

Agreements for access into the church facility will be made upon approval of the *Facilities Use Agreement*.

- **EMERGENCY SCHEDULING CONFLICTS**

The Board of Trustees reserves the right to preempt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

Policy Approved by the Milford Hills United Methodist Church Board of Trustees on May 15, 2018, to be effective July 1, 2018.


Grayson F Gusa, President

2018 Board of Trustees

Grayson Gusa, President
Daniel Crowe, Vice-President
Joyce Richards, Secretary

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Milford Hills United Methodist Church

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FACILITIES USER AGREEMENT

Date of Request: _____

Name of Organization:		
Responsible Party:		
Nonprofit Status:	Federal ID Number:	
Address:		
Telephone Number:	FAX Number:	
Email Address:		
Organization's Purpose:		
Event Name and Description:		
Date(s) Requested:	Start Time:	End Time:
Facilities Requested: <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Sunday School Room(s) <input type="checkbox"/> Sanctuary		
Anticipated Number of Participants:	Will food or drink be consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a participant fee be charged for the event? <input type="checkbox"/> Yes (Please provide details) <input type="checkbox"/> No	Please provide description of any participant fees charged:	
Special Needs or Requests:		

