

**CARLISLE UNITED METHODIST CHURCH**  
**Facilities Use Policy**  
**Revised July 20, 2020**

We recognize that our church buildings and grounds (“facilities”) are a blessing from God and are a tool for ministry. We also recognize that sharing our facilities is a way to build bridges in our community and is compatible with our Vision Statement of Striving to Live Like Jesus. With this in mind, Carlisle United Methodist Church (“CUMC”) has developed a Facilities Use Policy that enables us to share our buildings and grounds with our community, while at the same time being good stewards of our facilities. This policy outlines who may use the facilities, rules for use of the facilities, and fees and deposits for facility use.

This policy does not cover weddings and funerals. Those events are covered by the CUMC policy on “Weddings and Funerals”.

**Permitted Users**

1. **Category 1 Users.** CUMC will make its facilities available to the following organizations at no charge:
  - a. CUMC church groups and church members using the facilities as part of the ministry of CUMC, including, for example, worship services, Youth Group activities, children’s group activities, Sunday School classes, Bible studies, church dinners and events.
  - b. Little Lights Learning Center of Carlisle United Methodist Church, Inc. will be expected to contribute towards cleaning costs and building improvements necessary or requested for their operations. This will be annualized in a Memorandum of Understanding approved by the CUMC Leadership Council.
  - c. The Carlisle Area Church Softball League may use the softball field, restrooms and parking area, but will be expected to help maintain the field.
  - d. Groups that come as invited guests of the congregation of CUMC.
  - e. Scouting organizations.
  - f. Charitable nonprofit organizations affiliated with CUMC such as Samaritan Fellowship and Community CARES. AA, NA and Alanon are also included in this category. Donations towards costs will be accepted from these organizations.
  - g. The Upward Sports Programs or similar organization if CUMC adopts these programs as a part of its ministry.
  - h. Members of CUMC and non-members who are actively involved in the life of CUMC
  
2. **Category 2 Users.** Subject to review, CUMC may also make its facilities available to the following individuals and organizations at the published rates or as negotiated:
  - a. Government entities
  - b. Community organizations and groups
  - c. Charitable nonprofit organizations not affiliated with CUMC
  - d. Commercial organizations

- e. Non-members for private events

### **Other Users**

#### 1. Restricted Areas

- a. Little Lights Learning Center shall have exclusive use of the areas in the church designated for the children's preschool/day care. CUMC church groups may, on occasion, use these areas with the permission of, and in coordination with, the Director of the Little Lights Learning Center.
- b. The worship area and chapel are primarily for the worship of God. Other groups may use these spaces with the approval of CUMC. This includes use by the larger church bodies of the Carlisle Ministerium, the Harrisburg District and its events, and the Susquehanna Annual Conference.

### **Prohibited Uses**

All programs, events and activities carried out on the facilities premises shall be consistent with the Christian faith, the Social Principles of the United Methodist Church and/or the mission of the CUMC, as determined by CUMC in its sole discretion. The following uses are prohibited:

- 1. All uses beyond prescheduled church meetings/events, including overnight parking, are prohibited after dusk.
- 2. Overnight camping on the grounds is strictly prohibited except if the event has been approved by CUMC.
- 3. No campfires, torches, or open flames unless preauthorized by CUMC.
- 4. No hunting, trapping or use of metal detectors on the property.
- 5. Flying of drones is prohibited unless preauthorized by CUMC
- 6. Motorized vehicles shall be restricted to the driveway and parking lot only. No motorized vehicles, including but not limited to ATVs, scooters, dirt motorcycles, are permitted on trails, fields, or any part of the church grounds.
- 7. Skateboarding and similar objects are prohibited on church property.

### **Scheduling Facilities**

#### 1. Priority of Scheduling

- a. CUMC ministries and church groups shall have priority when approved and scheduled.
- b. Non-CUMC ministries and groups are welcome to use the facilities (inside and outside areas) when approved and scheduled.
- c. Use of the Facilities by commercial (profit-making) organizations shall be limited.

#### 2. Scheduling Procedure

- a. Use of the church facility shall always be scheduled with the Administrative Assistant or designee through the submission of an "Application For Building Use," which can be done electronically through the church website.
- b. Applications should be submitted at least two weeks in advance.

- c. All applications shall be reviewed initially by the Administrative Assistant and Lead Pastor.
  - i. Category 1 User applications are approved by the Administrative Assistant and Lead Pastor if they see no conflict with this policy or in scheduling.
  - ii. Category 2 User applications shall be forwarded to both the Lead Pastor and Leadership Council Member who oversees Facilities, who both must approve the request. Prior to approval, the Lead Pastor and LC Member shall ensure that the Category 2 User event or activity, and the products and services sold are in line with the mission of CUMC and the Social Principles of the United Methodist Church. Category 2 Users must sign a Building Use Agreement and provide proof of insurance. The room will NOT be reserved until the application has been approved and the reservation deposit has been received in the church office. Final payment must be prepaid according to the fee scheduled attached. Failure to meet this requirement may result in another group being scheduled for the time and date requested.

### **Available Rooms for Use**

There are rooms available for both small and large group usage. Approved groups and organizations shall be restricted to use of only the room(s) approved and connecting hallways, nearest rest rooms and parking lot.

### **Cancellation Policy**

You may cancel your reservation up to 48 hours prior to the event and receive a full refund minus the reservation deposit. CUMC reserves the right, in its sole discretion, to cancel or suspend any use of the facility with such notice as it is reasonably able to give. In the event of cancellation by CUMC, you will receive a full refund; however, CUMC shall have no liability for damages or losses incurred due to such cancellation or suspension.

### **Terms for Facilities Use**

1. The users shall bear full financial responsibility for any expenses incurred.
2. CUMC reserves the right to immediately terminate the use of the facility or to make adjustments in the scope, with or without prior notice, if, in the sole determination of CUMC, any provision of these guidelines has been violated.
3. The facilities are not available for general public use. The facilities can only be used by a person or organization after the person or organization has received written approval from the church.
4. Verification of adequate liability insurance is required prior to use of the facility by any Category 2 User. "Adequate" liability insurance shall include public liability and property damage insurance to protect CUMC and the organization from claims for damages for personal injury and property damage, including loss of use resulting from any property

damage, which may arise from use of the facility by the organization or by anyone invited by the organization. The limits of such insurance shall be in an amount not less than \$1,000,000 each occurrence, personal injury and property damage combined. Such policies shall be per occurrence rather than claims-made policies, and shall name CUMC as an additional insured. The insurance shall not contain any endorsements or any other form designed to limit and restrict any action by CUMC, as an additional insured, against the insurance coverage in regard to the use of the facility.

5. Prior to use of the facility, a Category 2 User shall provide CUMC with a current certificate(s) of insurance. The certificate(s) shall contain a provision that the coverage afforded under the policy will not be cancelled or changed until at least thirty (30) days' written notice has been given to CUMC. Category 2 Users shall add CUMC as an additional insured to their policy.
6. Charitable nonprofit organizations, including churches who use the softball field as a member of the Carlisle Area Church Softball League, shall also provide CUMC with a current certificate of insurance and a hold harmless and indemnification. Those charitable nonprofit organizations, which are not corporations, but which are groups of individuals whose use of the facility is officially recognized by CUMC as contributing to its mission and ministry in the Carlisle community, shall not be required to provide proof of group insurance. In each instance, the request for waiver from the group insurance requirement should be submitted to the Leadership Council along with a description of the ministry offered by the group.
7. CUMC shall not be held responsible for any injuries or accidents occurring in the facility or elsewhere on the premises, absent a binding determination of gross negligence or recklessness.
8. The person or organization reserving the facility shall be responsible to pay for any damages which occur during the use, for the replacement of any missing items, and for any licenses, permits or taxes required by any governmental body.
9. CUMC shall not be responsible for any lost, damaged or stolen personal property of any person.
10. Please contain your activity to the room(s) you have reserved. Other groups or individuals will likely be in other areas of our building. Please respect use of our facilities by others.
11. Nothing may be attached to the floors, walls, ceilings, furniture, windows, doors or other surfaces by means of screws, nails, tacks, etc. Use of painter's tape may be used, but must be removed upon leaving. Transparent, duct or other types of tape are not permitted.
12. Furnishings or other items shall not be moved into or out of the area for which approval has been granted for the persons or organization to use.
13. Audio-visual equipment, musical instruments or other special equipment on CUMC premises may not be used or adjusted except by properly trained persons IF AVAILABLE as assigned by CUMC at the user's expense in accordance with the General Fee Schedule.
14. Any use of the CUMC kitchen areas or kitchen appliances and/or equipment must be in accordance with CUMC's "Kitchen Use Policy" available in our church office. When food and/or beverages are served, regardless of whether church kitchen appliances and/or equipment are used, the user shall be fully responsible for compliance with all food health and safety requirements and procedures. CUMC shall not be held responsible for any sickness which occurs as a result of food served in the facility or elsewhere on the premises.

15. Safety and fire codes must be obeyed at all times. Doorways, hallways and access ways must not be blocked. Any fines or penalties levied for any violation will be the responsibility of the users.
16. Groups using the grounds for an event must clean up any loose trash left on the grounds after an event.
17. Users must abide by any additional rules, guidelines or notices as may be posted on the church premises.
18. Harassment of any kind, including sexual harassment, is prohibited by state and federal law.
19. CUMC is committed to providing a discrimination and harassment free campus. We do not tolerate any form of discrimination or harassment based on race, color, national origin, religion, gender, sexual orientation, gender identity (including gender expression), ancestry, disability, age, marital status, family/parental status, or any other characteristic or classification protected by applicable federal, or local law.

### **Weddings & Wedding Receptions**

There is a separate use policy for weddings available in the church office. That policy supersedes this document in the case of weddings.

### **Using CUMC Facilities**

In an effort to be good stewards of energy and our property, we enlist the support of each individual, group, or organization that uses our building to follow these additional rules for use:

1. Use only the lights that you need.
2. Plan your meetings to be completed no later than 9:30 PM.
3. Do not hold or prop outside doors open. CUMC reserves the right to curtail heat/cooling in parts of the building during the week. Any changes in your meeting time or place need first to be cleared with the church office.
4. Leave the room(s) you use in the same or better condition than when you arrived. Group or organization Responsible Person should inspect the facilities (including Restrooms) before leaving.
5. If you are the last person/group leaving the building, be sure you lock the doors.
6. You are responsible to report any damage to the church office. Unreported damage to the building or the furnishings may be assessed at cost of repair or replacement to the last group using the facility. A full explanation of how damage occurred is expected to be reported to the Facilities Manager.
7. Professional carpet cleaners shall be hired at your group's expense to care for any spills or stains on carpeting not satisfactorily cared for.
8. Tobacco and alcoholic beverages are strictly prohibited on church properties. Gaming or gambling activities are also prohibited. Profanity or disorderly, immoral or illegal conduct is not permitted. No firearms or flammable explosives are allowed on our properties.
9. Users shall be responsible for providing their own consumable supplies (i.e. paper plates, cups, etc.).
10. Parents or legal guardians shall be responsible to supervise minors or vulnerable adults at all times while on church property.
11. Thermostats may be adjusted by authorized persons in your group following instruction provided by CUMC.

We do not want these rules for use to curtail your activity or event. We seek your cooperation in our stewardship of energy and property for the usefulness of all who share this facility.

### **Facilities Fees**

The User Fees are designed to cover the operational costs of the facilities; with fees for room usage and custodial services. Time needed for setup/teardown/decorating/cleanup of the assigned room before and after your event will be charged at the published hourly rates. A pastor may, in his/her sole discretion, reduce the amount to be paid for the pre-event room preparation time period (assuming the room is available).

1. For Members and persons, who are actively involved in the life of Carlisle United Methodist Church, and desire the use of the building or its facilities for personal or family occasions (i.e. baby/bridal showers, birthday/anniversary celebrations, family reunions, etc.) there is no charge for use of a room and no application fee. However, the custodial fee and other applicable fees are necessary.
2. For Government/Community and Non-profit organizations the User Fees identified below are for the two (2) hours (minimum charge) and for each additional hour (or fraction thereof) plus the custodial fee and any other applicable additional fees listed below.
3. For Non-members, the User Fees identified below are for two (2) hours (minimum charge) and for each additional hour (or fraction thereof) plus the custodial fee and any other applicable additional fees listed below.
4. For Commercial (for profit) use of our facilities, if approved, the User Fees identified below are for two (2) hours (minimum charge) and for each additional hour (or fraction thereof) plus the custodial fee and any other applicable additional fees listed below. Depending upon the anticipated profit, CUMC reserves the right to negotiate the fee to be paid which may include a percentage of the profit.

A non-refundable reservation deposit of \$50.00 is required within five (days) after the date of approval of the application form. The deposit will be applied towards the applicable room usage fee. This fee is not assessed to CUMC members and regular attenders.

The balance of all required fees shall be paid by Category 2 Users not less than ten (10) days in advance of the day of the scheduled use, and by Category 1 Users within five (5) days after the event. It is important to understand that the room for your event will NOT be reserved until the application is approved and the reservation deposit is received in our church office. Failure to do so may result in another group being scheduled.

**Building Usage Fees** (for Category 2 Users, subject to change)

	Gov't./Community/Non-Profit	Non-Member	Commercial
Gymnasium	\$200	\$250	\$300
Kitchen	\$100	\$100	\$150
Gathering	\$125	\$150	\$225
Class Room	\$50	\$60	\$100
Amphitheatre	\$150	\$200	\$250
Recreational Field	\$150	\$200	\$250

**Custodial Fees** (for ALL Users; includes set-up, tear down & trash removal)

1-50 people expected	\$100
51-100 people expected	\$125
101+ people expected	\$150

Checks should be made payable to “Carlisle United Methodist Church”.

**Additional Fees**

Sound/Lighting Operator*	\$50 per hour
Kitchen Training Fee	\$25 per hour
Kitchen Staff*	\$25 per hour
Reception Planning Services	\$250 up to 14 hours
Wedding Coordinator (required)	\$20 per hour thereafter

\*Only if CUMC staff or designee is available