



# BUILDING USE POLICY

Adopted \_\_\_\_\_

## I. INTRODUCTION

The following policy has been approved by the Building Trustees and Vision Team of Calvary United Methodist Church and is the official policy for the use of its facilities.

## II. GENERAL

The mission of Calvary United Methodist Church is to make disciples of Jesus Christ for the transformation of the world. Our church building facilitates this mission by providing space and inspiration for worship, Christian education, and mission work.

The church property and facilities are intended to be used primarily for the programs and events of Calvary United Methodist Church, the Valley Ridge District, and the Virginia Annual Conference of the United Methodist Church.

Church facilities may also be used by other religious, charitable, cultural, educational, or character-building organizations and individuals, provided that such events adhere to the values of The United Methodist Church and do not interfere with normal church events.

**Community groups wishing to use the Church facilities may submit a Building Use Request form no more than three months—and no later than one week—prior to their event.**

The Office and Program Coordinator maintains the official church calendar and will consult with the Senior Pastor and Building Trustees regarding each request. Groups will receive a response as quickly as possible.

## III. POWER TO REFUSE AND/OR CANCEL ACTIVITIES

The Senior Pastor and Building Trustees are authorized to refuse any request or cancel any activity that does not conform to the use, intent, or restrictions outlined in this policy.

## IV. RULES FOR BUILDING USE

1. Use of tobacco, alcoholic beverages, or illegal drugs is prohibited in church facilities.
2. Groups must bring their own supplies for their events. Do not use any materials found in classrooms or other storage areas in the church.
3. All groups must remove any non-church equipment used on the property at the end of the event at which it is used, except by prior arrangement with the church.
4. The church may not be used for storage by outside groups.
5. No church equipment, including that of the kitchen, shall be taken from the church, except for use at church events. Church furniture or property may not be moved or altered except by prior consent and must be returned to its original position.
6. Games of chance and/or lottery are not permitted on church property.
7. Any accident or injury must be reported to the church office, Building Trustees chairperson, or Senior Pastor immediately.
8. Due to serious allergies, no peanuts, tree nuts, or related products are permitted in the church building or on church grounds.
9. Political signs and campaigning are prohibited on church property.
10. At the conclusion of the event, the applicant is responsible for ensuring that all lights are turned off, toilets are flushed, trash is picked up, and the building is left neat. This includes sweeping and mopping floors as needed.
11. In addition to this application, any group holding an event in church facilities must acknowledge and abide by our Safe Sanctuaries Policy for the protection of children and youth. This includes the requirement that all children, youth, and vulnerable adults be supervised by two unrelated adults at all times.

## The Use of Specific Rooms

### Sanctuary and Chapel

1. The primary purpose of the Sanctuary and Chapel is for worship. Any other activity conducted there must be approved by the pastor.
2. The use of the church sound system must be pre-approved and a trained church representative must be present to operate the system.
3. The church's piano and organ may only be played by pre-approved musicians. Contact the office administrator to arrange a musician for your event.
4. Because of the complex heating/cooling system, no one is permitted to change the controls.

### Fellowship Hall

1. Youth and/or children's groups using the Fellowship Hall must be supervised by at least two adults. The adults are responsible for any damage to church property and are required to notify the church so that arrangements can be made for repair or replacement. Any accidents or injuries must be reported immediately.
2. Tables, chairs, or other furniture set up for a program must be put away at the conclusion of the program, and the Fellowship Hall must be returned to its original arrangement. For more information, see the diagram posted in the Kitchen.
3. Racks of chairs and tables are stored in the storage room in the education wing. Chairs and tables taken from this room must be returned at the end of the event, and no tables or chairs may be moved to or from other parts of the building without prior arrangement.
4. Groups requesting the Fellowship Hall must confine their activities to that part of the church only.
5. Activities must be limited to those stated on the "Application for Building Use."
6. Cleanup will be the sole responsibility of the user and will include all areas used by the group, including restrooms, grounds and parking lot.
7. All lights must be turned off, floors cleaned, and doors secured after activities.

### Kitchen

1. Groups must provide their own supplies and remove all unused food and supplies at the end of their event.
2. Kitchen must be left clean with all trash removed to the outside receptacles, all counters and tables wiped clean, all burners and coffee pots turned off, and the floor swept or mopped (as needed) following the event.

### Classrooms

1. Groups must leave the room set up as they found it. Tables and chairs may not be moved from one room to another, or from other areas of the building, without prior permission. Such permission should be requested on the "Application for Building Use."
2. No items may be taped to walls or other surfaces. Request may be made for easels on the "Application for Building Use."
3. Leave thermostats set as they are.
4. All trash cans must be emptied after the event.
5. All lights must be turned off in both rooms and restrooms after activities.
6. All group activities are limited to the room the group requested. Group members are not granted automatic access to other parts of the building, since other groups may be meeting and rooms may be set up for other activities.

# APPLICATION FOR BUILDING USE

Form must be FULLY completed.

Ongoing groups must update information annually and immediately upon a change of leadership.

Calvary United Methodist Church  
2179 Stuarts Draft Highway ~ Stuarts Draft, VA 24477  
(540) 337-2980 ~ www.calvarydraft.com

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

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

Contact Person: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Group Size: \_\_\_\_\_ Age Group: \_\_\_\_\_

Group Purpose And Activities:

Date(s) For Requested Use: \_\_\_\_\_

Hours: (From) \_\_\_\_\_ (To) \_\_\_\_\_

Requested Use Of The Following Area(s)

\_\_\_\_\_ Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Pavilion \_\_\_\_\_ Parking Lot

\_\_\_\_\_ Chapel \_\_\_\_\_ Kitchen \_\_\_\_\_ Playground

\_\_\_\_\_ \*Classroom \_\_\_\_\_ Van (2009 w/ Tow or 2017 Transit) (See Vehicle Policy)

\*Please specify here if you are requesting a particular classroom. Classrooms will be assigned as available.

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## Fee Schedule

|   |                                   |
|---|-----------------------------------|
| Church Members and Groups                     | No Charge (Donations are welcome) |
| Community Organizations and Ministry Partners | No Charge (Donations are welcome) |
| Outside Persons and Groups                    | \$100 per hour                    |
| Custodial Services (Optional)                 | \$150                             |
| Sound Technician (if needed)                  | \$25 per hour                     |

Waiver Of Liability

Calvary United Methodist Church assumes no responsibility or liability for any damage or injuries that occur while using the church's facilities or on the church's grounds. Any group or individual using church property shall indemnify and hold harmless Calvary United Methodist Church from any claim, suit, demand, or action arising out of said group's or individual's use of the church property or presence thereon. Any group or individual using church property assumes the risk of damage or injury thereof and hereby releases Calvary United Methodist Church, its trustees, employees, and agents from any and all liability related to the use of the property.

*I, \_\_\_\_\_, representing the above stated group or individual, have received a copy of Calvary United Methodist Church's Building Use Policy. I have read it carefully and agree to abide by the policies and guidelines of Calvary United Methodist Church.*

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

Church Use Only:

This application has been reviewed in accordance with the existing Building Use Policy that governs use of the facilities of Calvary United Methodist Church.

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      Remarks \_\_\_\_\_

Auto Door Schedule Set and Key Fob/Pin issued by: \_\_\_\_\_  
(Church Representative)      (Date)

Key Fob/Pin: \_\_\_\_\_  
(Number Issued)

Key Fob/Pin received by: \_\_\_\_\_  
(Name)      (Date)

Key Fob/Pin returned: \_\_\_\_\_  
(Church Representative)      (Date)



## Building Use Application ~ Safe Sanctuaries

Calvary United Methodist Church is committed to providing a safe and secure environment for all children, youth, vulnerable adults, leaders, and volunteers who participate in ministries and activities hosted by the church. The following policy guidelines reflect our congregation's commitment to preserving this church as a holy place of safety and protection for everyone and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (sexual abuse, physical abuse, neglect, or emotional abuse) may volunteer to work with children, youth, or vulnerable adults.
2. Adult volunteers with children, youth, or vulnerable adults shall observe the two-adult rule at all times, ensuring that no adult is left alone with children, youth, or vulnerable adults.
3. Adult volunteers shall immediately report to one of Calvary's appointed pastors any behavior that seems abusive or inappropriate.

❖ Pastor David Vaughan - (434) 825-3542 - davidvaughan@vaumc.org

❖ Pastor Meredith Webb - (540) 337-2980 - meredithwebb@vaumc.org

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Place your initials next to the following statements to confirm your agreement.

1. I agree to observe and abide by all church policies regarding ministry with children, youth, or vulnerable adults. \_\_\_\_\_
2. I agree to observe the two-adult rule at all times. \_\_\_\_\_
3. I agree to immediately report abuse and inappropriate behavior to one of Calvary's appointed pastors. \_\_\_\_\_
4. I agree to inform one of Calvary's appointed pastors if I have ever been convicted of child abuse. \_\_\_\_\_

I have read this volunteer covenant statement, and I agree to observe and abide by the policies set forth above.

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Signature of Volunteer

Date

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Print Full Name