

Lititz United Methodist Church

201 E. Market St., Lititz, PA 17543
Phone (717) 626-2710

Building Use Guidelines for Lititz United Methodist Church Facilities (Excluding weddings)

I. Statement of Purpose

Lititz United Methodist Church (LUMC) serves the community by making its physical facilities available for activities, gatherings and meetings that are consistent with the social principles and objectives of the United Methodist Church as stated in the United Methodist Book of Discipline and the Mission Statement of LUMC.

II. Prohibited Activities

The church may not be used for any of the following:

- A. Any purpose that is not consistent with the purpose and principles of LUMC
- B. Political groups—excluding the use of the building for voting polls
- C. Use of the facility or performance of any activity not specified in the application form and agreement
- D. FOOD OR DRINK ARE NOT ALLOWED IN THE SANCTUARY
- E. WINDOWS are NOT to be opened at any time during events

III. Priority of Use of the LUMC Facilities

(Church sponsored activities will have priority over non-church sponsored activities)

A. *First approval Priority: Activities and events sponsored by LUMC*

B. *Second Approval Priority: Activities sponsored by LUMC members*

NOTE: Special meetings, activities and programs of the boards or other church organizations require first checking with the Facilities & Events Manager to avoid conflict with other events, and to have the meeting scheduled on the church calendar.

C. *Third Approval Priority: Non-profit organizations (e.g. volunteer groups, Scouts, Voting polls)*

D. *Fourth Approval Priority: Limited for private interest groups (e.g. wedding receptions (members only), piano recitals, member parties, social service activities such as "Moms In Touch" etc.)*

E. *Fifth Approval Priority: For profit organizations*

IV. Application and Agreement Requirements

All groups using the LUMC facilities must have on file with the church a currently effective, properly completed and signed Building Application/Agreement form. In addition, all groups must adhere to all enforced policies of the church (Safe Sanctuary, COVID19, etc.) which are available at the church office.

V. Application and Agreement Procedures

- A. Any request for use of the LUMC facilities will go through the Facilities & Events Manager, who will gather pertinent information from the person making the request, such as name of a contact person, phone information, address to which to send an application, description of the type of event to be held, as well as the date(s) requested.
- B. The Facilities and Events Manager will determine if the requested facilities are available on the date(s) requested. If the date(s) requested is available it will be reserved with the understanding that it is pending final approval.
- C. Applications for use of the facilities must be submitted to the church office prior to the first date of the use of the facility. (NOTE: Additional notice may be required by the Trustees if extensive use of the building is required).
- D. Any major events or fundraiser to be held must also be approved by the Church Council and the Council sub-committee, who is in charge of approving fundraising events.
- E. The Facilities & Events Manager will notify the applicant of approval once the decision is made.

VI. Special Permission of Use

- A. The Sanctuary is a place of worship. The Facilities & Events Manager, an authorized spokesperson for the Board of Trustees along with the Senior Pastor must grant special permission for the use of the Sanctuary for non-religious events such as lectures or recitals.
- B. Multi-Media: If the event requires the use of multi-media or audio equipment belonging to the church or the group holding the event, the designated group spokesperson must contact the LUMC Multi-Media Director, who will discuss the multi-media needs for the event. The use of the church's multi-media equipment by any group is strictly prohibited without the written consent of the Multi-Media Director, who MUST have approval of the Board of Trustees.
- C. Publicity: Any group planning either an outside group event or a LUMC sponsored event should contact the Facilities & Events Manger for approval.

VII. **LUMC Facilities Available for Use**

Accessibility: The LUMC facilities are accessible to persons who have physical disabilities. An access ramp leads from the parking lot to the upper and lower level of the church. There are elevators located inside the church on all levels. The Sanctuary has wheelchair access seating. Insurance certificate required upon receipt.

The room dimensions below are approximate:

- A. **Sanctuary:** 500 seating capacity, organ, choir stalls, piano, lecterns. Air conditioned 100'x40' (4,000 sq. ft.) Coat racks throughout the lobby areas along walls. (Sound system is installed but can only be operated by LUMC multi-media staff (see above Section VI-B).
- B. **Chapel:** Seats 50
- C. **Social Hall:** 250 seating capacity with chairs only; 175 seating capacity with chairs and tables. Adjoins the kitchen and measures 50'x80'. Air conditioned. Coat racks are located in the lower lobby area outside of the Social Hall. Two portable coat racks are also available.
- D. **Kitchen:** 2 single free standing gas ranges, double sink, disposal, wash basins, refrigerator, dishwasher, serving counter, 100 cup coffee maker. A freezer is also available and located in the pantry across from the kitchen.
- E. **Classrooms:** Several rooms. All rooms vary in dimensions.
- F. **Parking Lot:** 200 car capacity. Handicapped parking areas.

VIII. **Conduct While Using the Facilities**

- A. Appropriate decorum during the activity or event is expected of all users. In general, groups using facilities must abide by the social policies and standards of the United Methodist Church.
- B. Alcoholic beverages are not allowed inside the building or on church property.
- C. Smoking is not allowed inside the building. Cigarettes outside must be disposed of in the receptacle outside main doors.

IX. **Security Deposit and Janitorial Fee**

- A. All groups and individuals are responsible for conducting their activities in a safe manner. Any and all damages to Church property shall be paid for and are the sole responsibility of the user.
- B. A security deposit may be required at the discretion of the Trustees. The security deposit is refundable if the rules for the facility use are followed and no damages occur.
- C. A janitorial fee may be required depending on the time and nature of the activity. The fee covers janitorial services and supplies needed for event cleanup.

X. **Care of the Facilities**

- A. User must leave the church facilities in the same condition as they find them and restore the facilities to their original order.
- B. A group representative must meet with the Facilities & Events Manager, who will go over the details of the events.
- C. For large events (over 75 people), the group must have a plan in place to properly maintain the restrooms and trash cleanup during the event. The church custodians are NOT responsible for maintaining the facilities during the event unless an agreement between the group and the church custodians has been established in writing.

Kitchen: (Must be applied for on the application and approved)

- A. All persons or groups using the kitchen will be expected to leave it in a clean, sanitary condition. (This includes stove, sinks, counter tops and floors).
- B. Users must bring their own paper cups, plates, tableware, tablecloths, dishtowels, sponges, cleaning products, etc.
SENIOR CENTER KITCHEN ITEMS AND SUPPLIES ARE NOT TO BE USED.
- C. If special permission is given to use any of the church dishes, silverware, glassware or equipment, said items will be washed, dried, and returned to their original location.
- D. Hot items from the stove or oven must not be placed on counter tops without insulation protection beneath them.
- E. Trash disposal is the responsibility of the group using the facility. Trash containers are to be emptied and the liners replaced. LUMC does recycle bottles and containers with a #1 or #2 on them. There are recycling bins available on property. All regular trash after being bagged must be disposed of in the enclosed dumpster area. Trash must be placed in the dumpsters. It is NOT to be placed on the ground in the enclosed area.
- F. Commercial catering services and individuals providing such services are required to furnish their own supplies and utensils. They are permitted use of the stove, sinks, church refrigerator and work surfaces. They are required to clean all equipment used and are required to remove all trash they generate from the premises.
- G. **Do NOT use the dishwasher unless given permission** by the Trustees, and then instructed in its operation.
- H. **Do not use the stove unless given permission** by the Trustees and then instructed in its operation.
- I. **Do not** leave unused food in the church refrigerator or freezer.
- J. **Breakage** of equipment must be reported immediately to the church office. Costs of the replacement or repair of broken items are the responsibility of the group using the facilities.

X. (Cont.) Sanctuary:

- A. Decorating of the Sanctuary shall be done in such a way that pews or other furnishings are not marred or damaged. (The decorations should be of good and appropriate taste and approved by the Board of Trustees for any other uses).
- B. Use of candles must be approved by the Facilities & Events Manager.

XI. Before Leaving the Facilities:

- A. Put away any chairs and tables that you set up.
- B. Place all trash in the dumpster. All trash must be bagged and placed in the dumpsters located in the enclosed dumpster area next to the pavilion. Do NOT place trash on the ground surrounding dumpsters. The disposal company will not dispose of any trash that is not in the dumpsters.
- C. Turn off the lights, including those in any bathrooms that are not automatic. (Some hallway lights are on 24 hours and cannot be turned off by the light switches.)
- D. Secure doors and windows. WINDOWS MUST NOT BE OPENED. Close the door of each room you have used. When departing check the doors. If they are not latching please promptly notify the church liaison person if: (1) you are unable to close and secure the doors; (2) damage to the facilities or equipment occurs; or (3) a potentially hazardous situation develops.
- E. No animals are allowed in the church facilities, with the exception of authorized service animals.

XII. Responsibilities:

- A. The signer of the application for the facility use, or a designated alternate person, is responsible for the actions of the user group at all times when they are on the church grounds. Promptly report damages to the building or equipment to the church liaison person by phone and in a written, signed and dated note or letter. Full reimbursements must be made for damages caused by user groups.
- B. If the responsible person cannot attend the groups function, he or she must appoint a designated alternate person to be responsible and ensure that the alternate is provided a copy of the Guidelines for Use of the LUMC facilities. The application form must include the name, address and phone number of the designated alternate who can be contacted in the event of schedule conflicts or other problems.
- C. When activities involve children or youth, responsible adult leaders must be at the meeting place 15 minutes before the scheduled meeting time and remain until the last child or youth has departed. The children and you must be under the supervision of at least two adult leaders at all times in accordance with the LUMC safe sanctuary policy.
- D. PLEASE stay in your designated areas. Do not allow children or youth to wander the building.

XIII. Reservations of Rights:

- A. The Board of Trustees may amend, repeal or replace these guidelines at any time without notice. The Board of Trustees reserves the right to deny the use of the Church facilities to any individual or group outside of LUMC.

**FEE Schedule for LUMC Building Use
(Excluding Wedding & Funerals)**

| ROOM | Rates | Deposit Required Per Room |
|--|-------------------------|----------------------------|
| Class Room | \$25 first two hours | None needed |
| Chapel | \$50 first two hours | None needed |
| *Janitorial Services | \$50 – minimum 2 hours | |
| Kitchen | \$75 first two hours | \$75 case-by-case basis |
| Parking Lot | \$25-100 – case-by-case | None needed |
| Pavilion | \$75.00 (No restrooms) | \$100 case- by- case basis |
| Sanctuary- Sacramental | Set by Pastor | \$100 case- by- case basis |
| Sanctuary – Worship Area | \$200-250 case-by-case | \$100 case- by- case basis |
| Social Hall –Personal Interest Groups-private group meetings | \$175-200 case-by-case | \$100 case- by- case basis |
| Social Hall –Community Interest or Fellowship | \$125-150 case-by-case | \$100 case- by- case basis |
| SERVICES AVAILABLE- Additional Fees | | |
| Janitorial set/ups (must have prior arrangements) | \$50-\$100 case-by-case | |
| Multi-Media Services (must have prior arrangements) | \$75-150 case-by-case | |

Security Deposit will be determined at the discretion of the Trustees on a case-by-case basis

Fees can be waived by the Pastor and/or the Facilities & Events Manager, an authorized representative of the Board of Trustees at their discretion.

*All persons/groups using LUMC are required to set up and clean up the areas they use. If you require assistance on set/up cleanup, please contact the Facilities & Events Manager to discuss the matter.

If the building is to be used for a reoccurring event, please contact the Facilities & Events Manager to discuss your requirements and to check availability of space. Upon confirmation of space, and determination of the type of usage, an ongoing Building Agreement or Building Lease may be warranted.

Checks should be made payable to Lititz United Methodist Church. Indicate the group, facility, and date(s) of use on the check. Send checks to: Lititz United Methodist Church, 201 East Market Street, Lititz, PA 17543, within one week before single use and by the first of the month for monthly use.

Disclaimer: Lititz United Methodist Church, its staff, officers or volunteers will not be responsible for any disability or personal loss incurred on church property.

Policy approved by Trustees: March 07, 2022

Policy approved by LUMC Council 4-18-2022

Lititz United Methodist Church

Building Application/Agreement Form

For Use of Lititz United Methodist Church Facilities

Date of Application: _____ Group or Organization using facilities: _____

Name of Authorized Applicant: _____ Member of LUMC ___ Yes ___ No

Address: _____ Home Phone: _____ Cell Phone: _____ Email: _____

Is the person requesting the facilities also the responsible person for the care, use and damage to facilities and equipment used? ___yes ___no (If no, please fill out the name and contact information of the person who is responsible.)

Please note, only the responsible person or designated group representative may sign the application!

Name of Responsible Party: _____ Member of LUMC ___ Yes ___ No

Address: _____ Home Phone: _____ Cell Phone: _____ Email: _____

Name of Liability Carrier: _____ Amount of Liability Coverage: _____

Certificate of Insurance attached: _____ (required)

Please fill out the following in detail as to what areas of the church are needed, any equipment needs and any other pertinent information that will be helpful in considering your application.

Area Requested: ___Sanctuary ___Chapel ___ Classroom ___ Social Hall ___Kitchen ___Pavilion ___Parking Lot

Date Requested: First Choice: ___ Second Choice: ___ Times needed: From _____ - _____.

USAGE: ___ One Time ___ Weekly ___ Monthly ___ Yearly ___ Other (Note usage on a year to year basis requires a signed lease)

REOCCURRING USAGE: Group agrees to pay \$_____ per month for weekly or monthly usage. All rental fees are due by the first of the month unless otherwise agreed. Yearly rental use and any deposit is to be paid within one week prior to the scheduled use of the building.

Event Time: _____ Doors open: _____ Doors closed: _____

Do you intend on using your own multi-media equipment ___ Yes ___ No (If yes, please explain in detail what you would be bringing and any special setups you would need to do.) _____

Would you require use of the LUMC multi-media equipment? ___ Yes ___ No

PLEASE NOTE: Use of the LUMC multi-media equipment, requires securing the services of one of the LUMC multi-media staff members. Use of ANY multi-media equipment, whether your own or the church's, must be approved by the Board of Trustees, (represented by the Facilities & Events Manager) and the Multi-Media Director of LUMC.

Detailed description of what your group wants to use LUMC for and what specific needs or equipment are being requested. (You may use additional paper and staple to the application if necessary.) _____

Will you require the use of any of the church's equipment (stove, dishwasher refrigerator)? _____

The undersigned agrees to abide by the conditions and rules set forth in the Guidelines for Use of Lititz United Methodist Church Facilities and agrees to abide by any and ALL policies of the church (Safe Sanctuary, COVID19, etc.,). Upon approval and prior to the event the applicant will pay the appropriate fee for use of the Lititz United Methodist (LUMC) facilities. All safety and fire laws will be observed. The undersigned will indemnify and hold LUMC harmless from any and all claims, damages, liabilities or judgments, including costs and attorney fees that may arise as a result of the applicant's use of the facilities. The undersigned will assume responsibility for damage, loss or other liability arising from the use or misuse of the facilities. LUMC will be named as an additional insured on the applicant's liability insurance policy, if requested. If problems or conflicts occur, LUMC reserves the right to limit or terminate the use privileges of the above named group of individual(s).

Signature of Responsible Person: _____ Date: _____

(Print your name): _____ Name of Group: _____ Position in Group: _____

Signature of Facilities & Events Manager or Approved Board of Trustees Member: _____ Date: _____

