

Lititz United Methodist Church (LUMC)

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Facilities and Premises Use Policy

All users are expected to follow this policy. Weddings and funerals are also subject to additional, event-specific requirements.

For purposes of this policy, “premises” refers to all church-owned buildings, grounds, parking areas, and outdoor spaces.

Introduction

This document outlines the policies and procedures for using the premises of Lititz United Methodist Church (LUMC). Our buildings and grounds are dedicated to the worship of God and the mission of the church.

Purpose

The church building and grounds are primarily intended to support the spiritual, educational, fellowship, and outreach ministries of the congregation. In keeping with its commitment to serving the wider community, LUMC makes its premises available for community events and meetings, provided that such use:

- Does not conflict with church ministries or scheduled events
- Reflects the mission, values, and social principles of the United Methodist Church
- Complies with all applicable laws and church policies
- Is approved by the designated church representative

Prohibited Uses and Activities

The following activities are not permitted on LUMC premises:

- Activities that conflict with the mission or values of LUMC
- Political group meetings (except for voting polls)
- Any activity not listed on the approved application
- Alcohol anywhere on LUMC premises or adjacent areas
- Illegal drugs, gambling, or activities that pose safety risks
- Smoking or vaping inside or near entrances on LUMC premises
- Opening windows is not permitted without prior approval to maintain climate control and security
- Food or drink in the Sanctuary
- Red-dyed foods or drinks in carpeted areas
- Open flames (candles, torches, etc.) without prior approval

Priority for Use of LUMC Facilities and Premises

Church-sponsored activities will always have priority over non-church activities. Facilities are approved for use in the following order of priority:

First Priority

Worship services, ministries, and events sponsored by LUMC, as well as existing lease agreements.

Second Priority

Events and activities sponsored by LUMC members. (**Note:** All special meetings, activities, and programs sponsored by church leadership, members, or church organizations must be coordinated with the **Facilities & Events Manager** in advance to avoid scheduling conflicts and to ensure the event is entered on the church calendar.)

Third Priority

Nonprofit organizations (for example: volunteer groups, Scouts, or voting polls).

Fourth Priority

Limited use for private events such as wedding receptions, recitals, member parties, or community support groups.

Fifth Priority

For-profit organizations. (Approval of the use of the church premises does not mean that LUMC supports or endorses the group, its mission, or its views. Groups using the facilities may not advertise their event in a way that suggests the church endorses them.)

Application Submission and Approval Procedures

Requests to use church premises are managed by the Facilities & Events Manager, an authorized representative of the Board of Trustees. Groups must complete and submit the LUMC Facilities Use Application & Agreement. A signed agreement must be on file before using the church premises. In addition, all groups must review and sign applicable church policies and procedures and agree to follow them during their event. Large or recurring events (12+ months) may require a formal lease agreement.

Special Events and Property Use

The church premises are used by both church ministries and approved outside groups. To ensure proper scheduling, safety, and liability coverage, all special events or activities—whether organized by church members, ministries, or outside organizations—must receive prior approval from church leadership. A minimum of **one (1) month's advance notice** is required for any event that falls outside of regular scheduled services or recurring approved uses. This includes, but is not limited to, events involving outside vendors (such as food trucks), large gatherings, public events, or any activity that may involve increased risk or liability. All requests must be submitted in writing and include relevant details such as the nature of the event, expected attendance, vendors or third parties involved, and any required permits or insurance documentation.

Major Event Approval

- Community gatherings or fundraisers may need approval from the Board of Trustees or Church Council
- Applicants may be required to meet with these bodies to review event details
- Once approved, the Facilities & Events Manager will notify both staff and the applicant

Event Management for Large Groups

- Events with more than 75 people require volunteers to maintain restroom cleanliness, manage trash and cleanup. Custodial staff are not responsible for cleanup unless a separate written agreement is made.

NOTE: All events will be reviewed for scheduling, safety, liability considerations, and alignment with church policies and values. Failure to comply with this policy may result in denial or cancellation of the event.

Specify Facility Use Areas and Dates

- Indicate clearly which parts of the church premises and facilities will be used
- Specify the requested date(s) for your event
- If available, the Facilities & Events Manager will hold the requested date(s) until the application is reviewed and approved
- Groups must stay within their approved areas to maintain Safe Sanctuary standards

Animals

Animals are not permitted on the LUMC premises except for approved service animals with prior approval.

Insurance Requirements

All outside groups using the church premises are required to provide a Certificate of Liability Insurance (COI) naming LUMC as an additional insured prior to use.

Special Permissions

Sanctuary Use

The Sanctuary is a place of worship. Non-religious events require special permission from the Facilities & Events Manager, acting on behalf of the Board of Trustees and Senior Pastor.

Multimedia:

If multimedia equipment is needed—whether church-owned or provided by a group—the authorized group representative must contact the LUMC Multimedia Director in advance to discuss requirements. Use of church multimedia equipment is not permitted without written consent from the Multimedia Director, acting under approval of the Board of Trustees.

Publicity

All LUMC-sponsored events must be coordinated with the Facilities & Events Manager before promotion. Advertising may require review and approval.

Accessibility

LUMC facilities are accessible to individuals with disabilities and include ramps, elevators, and wheelchair seating.

Facilities Available for Use

Sanctuary: Seats 500; organ, piano, lecterns, choir stalls; 100'×40' (4,000 sq. ft.), air-conditioned; sound system operated by church multimedia staff; coat racks in lobby.

Chapel: Seating capacity: 50

Social Hall: Seats 250 (chairs only) / 175 (with tables); 50'×80', air-conditioned; adjoins kitchen; built-in and 2 portable coat racks in lower lobby.

Audio/Visual (Social Hall): Sound system and DVD player/screen installed; operated by **LUMC Multimedia staff** or approved event members. Outside groups may **not use equipment** without staff and must get permission from the **Multimedia Director** or **Facilities & Events Manager**.

Kitchen: 2 gas ranges/ovens, refrigerator double sink, serving counter.

Classrooms: Several rooms of varying sizes.

Parking Lot: Approx. 200 vehicles; including handicapped spaces.

Pavilion: 12 large picnic tables.

Event Time Limits: Facilities may be used Monday–Saturday, 8:00 AM – 10:00 PM, and Sunday, 2:00 PM – 10:00PM.

Security Deposits and Fees: Groups are responsible for any damage to church property. A security deposit may be required and refunded if no damage occurs and policies are followed, and a janitorial fee may apply depending on the size or timing of the event. Use outside of these hours requires prior approval from the **Facilities & Events Manager**.

Conduct While Using the Premises and Facilities

- Treat everyone respectfully and follow United Methodist Church standards
- No disruptive behavior, drunkenness, or foul language
- No alcohol anywhere on LUMC premises or adjacent areas
- Smoking and vaping are prohibited inside the building and near entrances. Smoking and Vaping are only permitted in the designated smoking areas.

Parking Lot Use and Exit Procedures

Individuals using the church premises and facilities are expected to operate vehicles safely and respectfully while entering and exiting the property. When leaving the premises, drivers should observe all posted signage, yield to pedestrians, and exit in an orderly manner that does not disrupt church activities or neighboring properties.

Groups or individuals who are authorized to use the parking lot only, without access to the church facilities, are responsible for ensuring the area is left clean and free of trash or debris. Any waste generated during use must be properly disposed of prior to leaving the premises.

Care of Facilities for Use:

- Users must leave the church premises and facilities clean and restore everything to its original order.

Food & Drink

- Empty liquid containers before placing them in trash cans
- **Red-dye foods or drinks are not permitted in carpeted areas**
- Do not leave food or drinks in any rooms after the event
- Clean up spills immediately
- Wipe down tables and counters after use

Social Hall

- Return all tables, chairs, and furnishings to their original order
- Do not use items belonging to other groups without permission
- Groups serving food must clean all tables, counters, and dry mop the floor
- Clean tables and counters
- Sweep or dry mop the floors after use
- Follow the general facility cleanup rules

Kitchen (Approval Required)

- Leave the kitchen clean and sanitary (stoves, sinks, counters, floors)
- Bring your own cups, plates, utensils, tablecloths, cleaning supplies, etc.
- Do not place hot items directly on countertops
- Dishwasher and stove may only be used with permission and instruction.
- Do not leave unused food in the refrigerator or freezer.
- **Do not use Senior Center kitchen items or supplies**
- If allowed to use church dishes or equipment, wash, dry, and return them to their place
- Hot items must have insulation before placing on counters
- Only put food on the stove if it's in a proper pan for cooking
- Wash and return all linens as soon as possible
- Empty trash, replace liners, and take the trash from your event to the dumpster.
- Commercial caterers must provide their own supplies and clean all equipment they use. Remove all trash generated.
- Report broken equipment immediately; replacement costs are the group's responsibility.

Sanctuary Guidelines

- Decorations must be tasteful, approved by the Facilities & Events Manager, and not damage pews or furnishings.
- Candle use must be approved; additional fees may apply.
- Food and drink are not permitted in the Sanctuary

Setup – Tear Down Rules:

- Facility rental does not include furniture setup or takedown
- Furniture may only be moved with approval
- All furniture must be returned to its original location
- Furniture may not be moved between rooms without permission
- Do not use items belonging to other groups without permission.
- Return all tables, chairs, and furnishings to their original order.
- Groups wanting to serve food items in areas other than the Social Hall must get prior approval. If approved, groups must clean all surfaces used for food and vacuum or mop floors as is applicable.

General Decoration Guidelines

- No nails, pins, or staples may be used on walls or surfaces
- Only blue painter's tape or suction cups may be used
- Decorations must not damage church furnishings

Storage

Groups storing items at the church must receive approval from the **Facilities & Events Manager**.

All stored items must be **clearly labeled**. The church is not responsible for lost or stolen items.

Orientation for Church Building Use

Before your event, a **group representative** must speak with the **Facilities & Events Manager** to review the building and procedures.

Before Leaving the Facilities

Groups must:

- Put away all chairs and tables they set up
- Bag trash and place it in the dumpster
- Turn off lights, including bathroom lights
- Ensure all faucets are off in restrooms
- Close and lock doors
- Ensure windows remain closed
- Report any damage or hazards to the Facilities & Events Manager

Responsibilities

A. Signer Responsibility

- The person who signs the facility application (or their alternate) is responsible for the group at all times.
- Report any damage immediately to the Facilities & Events Manager (phone and written note).
- The group must pay for any damage.

B. Alternate Person

- If the signer can't attend, they must name an alternate.
- The alternate must get a copy of the Facilities Use Guidelines and a Safe Sanctuary Policy Summary for Outside Groups. (Full Safe Sanctuary Policy is at the church office or www.lititzumc.org.)
- Application must include the alternate's name, address, and phone.

Safe Sanctuary Requirements for Building Use (When Children or Youth Are Present)

Childcare / Nursery Use

- Nursery or childcare rooms may not be used without prior approval from the church.
- Requests must be submitted at least two weeks in advance.
- When childcare is provided, a minimum of two background-checked adults must always supervise the children.

Supervision of Children and Youth

- Children and youth must always be supervised by at least two adults while in the building.
- Adult leaders must:
 - Arrive at least 15 minutes before the event begins
 - Remain on-site until the last child has been picked up and leaves the building
 - Ensure children stay within the approved areas of the building

Restricted Areas

- Groups may only use the rooms and spaces approved on their building-use application
- Children and youth may not enter unapproved areas of the building

Definition of adult: Adult supervisors must be **18 years of age or older**

- **Two-adult rule:** Adults supervising children **should not be alone with a single child whenever possible**.
- **Responsibility:** The group using the LUMC premises is responsible for ensuring these supervision requirements are followed.

Reservations of Rights: The **Board of Trustees** reserves the right to modify these policies at any time. Lititz United Methodist Church also reserves the right to **deny facility use to any group or individual at its discretion**.

**Lititz United Methodist Church –(LUMC)
Facilities Use Application & Agreement**

APPLICATION

*Completion of this application does not guarantee approval. The Facility Use Agreement becomes binding only upon **verbal or written approval** by the Facilities & Events Manager, who is the authorized representative of the Board of LUMC Trustees. For purposes of this Application, “Authorized Party” means the Authorized Group or Authorized Individual submitting this application.*

AUTHORIZED PARTY INFORMATION:

Date: _____

Full Name: _____

Member of LUMC ☐ Yes ☐ No

Organization/Group (if any): _____

Address: _____

Phone Number: _____

Email Address: _____

EVENT INFORMATION

Type of Event: _____

Purpose of Event: _____ **Expected Number of Attendees:** _____

Event Frequency: How often will the event occur?

☐ One time only ☐ Weekly ☐ Bi-Monthly ☐ Monthly ☐ Other (describe) _____

Day of the Week: (Circle one)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday ☐ A.M. ☐ P.M.

Date Requested:

First Choice: _____ Second Choice: _____ Third Choice: _____

Times Needed: _____ **Doors:** ☐ Main ☐ Lower Level ☐ Social Hall

Doors Open: _____ **Doors Close:** _____

FACILITIES REQUESTED (Please check)

☐ Main Sanctuary

☐ Fellowship Hall

☐ Classrooms

☐ Kitchen

☐ Tables and Chairs

☐ Parking Area

☐ *Multi-Media: Sound and Lighting, Projectors or other media equipment

☐ Other: _____

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

ADDITIONAL DETAILS

Will food be served? ☐ Yes ☐ No

Will decorations be used? ☐ Yes ☐ No

AUTHORIZED PARTY ACKNOWLEDGEMENT

The Authorized Party acknowledges they are authorized to apply for use of the LUMC facilities on behalf of the group listed above.

The Authorized Party acknowledges they will follow church policies if the request is approved.

By signing below, the Authorized Party confirms that the information provided is accurate and agrees to follow all facility policies listed in this document if the application is approved.

Signature of Authorized Party (Individual or Authorized Representative):

_____ **Date:** _____

**Lititz United Methodist Church –(LUMC)
Facilities Use Application & Agreement
(Facilities Use Agreement (Becomes Active Upon Authorized Approval))**

AGREEMENT

The parties acknowledge their mutual obligations under this Agreement, intend to be legally bound, and agree to the terms set out as follows:

For purposes of this Agreement, “Authorized Party” means the Authorized Group or Authorized Individual.

Facilities Provided:

LUMC will make the following available to the Authorized Party:

- a. _____
- b. _____

Rules and Policies: The Authorized Party agrees to follow the conditions and Building Use Guidelines for Lititz United Methodist Church facilities and to comply with all church policies, including Safe Sanctuary and any applicable health, safety, and communicable disease protocols.

Insurance: The Authorized Party is responsible for obtaining liability and property insurance for its use of the facilities. Lititz United Methodist Church (LUMC) is not responsible for insuring such activities. The Authorized Party must provide a Certificate of Insurance (COI) naming LUMC as an additional insured prior to use. Minimum liability coverage must be at least \$1,000,000.

Fees: Before the scheduled date(s) of use of the facilities, the Authorized Party will pay the agreed-upon fee for using LUMC facilities.

NOTE: Checks are to be written to Lititz UMC. Memo line should include the reservation date and purpose of use.

Compliance with Guidelines and Laws: The Authorized Party agrees to follow all requirements and procedures outlined in the Lititz United Methodist Church (LUMC) Building Use Guidelines and to comply with all applicable laws, ordinances, and regulations in LUMC’s jurisdiction. The Authorized Party will not engage in any activities that violate these rules or laws.

Indemnification: The Authorized Party agrees to defend, indemnify, and hold harmless Lititz United Methodist Church, its officers, directors, and employees from any claims, damages, liabilities, or judgments, including costs and attorney fees, arising from the Authorized Party’s use of LUMC premises, including the church facilities and parking areas.

Responsibility for Damage: The Authorized Party will be responsible for any damage, loss, or other liabilities resulting from its use or misuse of the building.

Right to Limit or Terminate Use: If problems or conflicts occur, LUMC reserves the right to limit or terminate the privileges of the Authorized Party.

AUTHORIZED SIGNATURE

Signature of Authorized Party (Individual or Authorized Representative: _____ Date: _____

Name (please print): _____

If applicable – Name of Group/Organization: _____

Position/Title in Group (if applicable): _____

LUMC Facilities & Events Manager or Board Representative

Signature: _____ Date: _____

Church Review & Approval

Application Status

☐ Approved ☐ Denied

☐ Approved with Conditions: _____ Approved Areas: _____

Deposit amount if applicable: _____ Deposit received: ☐ Yes ☐ No

Church Representative Name: _____ Title: _____

Signature: _____ Date: _____

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Lititz, PA 17543
PH: (717) 626-2710

Rental Information

Facility Rental Rates

(Weddings and funerals have separate pricing for space rental and associated services.)

Space	Rate	Deposit
Classrooms (various sizes)	\$25 (first 2 hours)	None
Chapel	\$50 (first 2 hours)	None
Kitchen	\$150 (first 2 hours)	As required
Parking Lot – Small Events (up to 50 vehicles)	\$75	None
Parking Lot – Medium Events (51 to 100 vehicles)	\$125	None
Parking Lot – Large Events (over 100 vehicles)	\$200+	None
Pavilion (no restrooms)	\$100	None
Sanctuary (Sacramental Use)	Set by Pastor	As required
Sanctuary (Private Events or Recitals)	\$200–\$250	As required
Social Hall – Private Groups or Homeowner Associations	\$175–\$200	\$0–\$100
Social Hall – Family or Community Events	\$125–\$150	\$0–\$100

Additional Services

Service	Fee
Janitorial Services	\$50 (2-hour minimum) - \$100 plus depending on event size
Setup Assistance (pre-arranged)	\$50–\$100
Audio/Visual Support (pre-arranged)	\$75–\$250 per staff member

Policies

Security deposits may be required and are determined by the Board of Trustees.

- Fees may be adjusted or waived by the Pastor, Facilities and Events Manager, or Board of Trustees.
 - Groups are responsible for setup and cleanup unless prior arrangements are made.
 - Recurring events (weekly or monthly): contact the Facilities and Events Manager to confirm availability.
 - A rental agreement or lease may be required.
-

Payment Information

- **Payable to:** Lititz UMC
- **Include:** Group name, facility, and date(s) of use
- **Mail to:** 201 Market Street, Lititz, PA 17543
- **Payment due:** One week prior to event

Disclaimer: Lititz United Methodist Church is not liable for any injury, loss, or damage to individuals or property while on the premises or during events.