



*Lititz United Methodist Church
201 East Market Street, Lititz, PA 17543
Phone: 717-626-2710*

Guidelines For Use of 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 and events sponsored by LUMC members.*

NOTE: Special meetings, activities and programs of the boards or other church organizations require firsts checking with the church office to avoid conflict with other events and to have the meeting recorded 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, piano recitals, member parties, social service activities such as “New Moms Group”, etc.).*
- E. *Fifth Approval Priority: For profit organizations.*

IV. Application & Agreement Requirements

All groups using the LUMC facilities must have on file with the church a currently effective, properly completed and signed Application and Approval form. In addition all groups must adhere to the Safe Sanctuary policy of LUMC that is available at the church office.

V. Application & Agreement Procedures:

- A. Any request for use of the LUMC facilities will go through the Facilities and 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 the approval of the Trustees.
- C. Applications for use of the facilities must be submitted to the church office one month 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 fundraisers to be held must also be approved by the Church Council and Church Administrator. The contact person or designated spokesperson for the group may be required to meet with the Board of Trustees or Church Council to discuss in more detail the submitted application.
- E. The church office will notify the staff and the requester of approval at the earliest opportunity.

VI. Special Permission of Use

- A. The Sanctuary is a place of worship. 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 LUMC Multi-Media Director, who must get final approval from the Board of Trustees.
- C. Publicity: Any person planning an LUMC sponsored event should contact the Office Manager for any publicizing needs such as advertising, public listings or press releases.

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 request.

The room dimensions below are approximate.

- A. **Sanctuary** 500 seating capacity, organ, choir stalls, piano, lecterns. Air conditioned 100' x 40' (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' x 80'. 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:** 6-burner gas range with two ovens, double sink, disposal, wash basins, refrigerator/freezer, dishwasher, serving counter, 100 cup coffee maker.
- 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 most 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 damage occurs.
- 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. Users 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 and Events Manager, who will do a walk through of the facility so that cleanup procedures may be explained. There is an Event Clean Up Binder that will be given to the representative at the time of the walk through along with any keys that may be needed for dispensers, dumpster, etc. LUMC has an Emergency Bodily Fluid Spill plan in place that must be followed in case of an injury requiring a cleaning up of any bodily fluids. The Bodily Fluid Clean Up Procedures can be found within the Event Clean Up binder as well as the various clean up kits distributed throughout the building.
- C. For large events (over 75 people), the group representative must have in place a team of people 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 was made with the custodians and Trustees to use their services 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. **DO NOT USE THE SENIOR CENTER KITCHEN ITEMS.**
- C. If special permissions is given to use any 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 insulating 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 taken out to the dumpster in the back parking lot area and placed inside the dumpster container. It is not to be left within the walls of the dumpster area. You must have a key or combination to the lock for the dumpster 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, 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 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.

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 and 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 dumpster in the back parking lot. Do NOT leave trash just inside the doors of the dumpster area. It must be placed in the dumpsters provided by the trash haulers.
- C. Turn off the lights, including those in the bathrooms. (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 the last person leaves. Close and lock all outside doors. Push or pull on doors from the outside to confirm they are locked.
- E. Promptly notify the church use liaison person if: (1) you are unable to close and lock the doors; (2) damage to the facilities or equipment occurs; or (3) a potentially hazardous situation develops.
- F. No animals are allowed in the church facilities, with the exception of 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 group's 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 or youth 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: 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 for any reason or for no reason.

Fee Schedule for Building Use at LUMC (Excluding weddings)

Rates are based on a two hour time slot. Longer periods of time can be quoted

| Facility | Type of Use | Rate |
|---------------------|---|--------------------------------------|
| Sanctuary | Lecture, Recital | \$200 |
| Sanctuary | Sacramental | Set by Pastor |
| Social Hall* | Community interest or fellowship groups | \$125 |
| Social Hall | Personal interest groups (receptions, recitals, and private group meetings, etc.) | \$175 |
| Kitchen | With equipment use | \$100 |
| Chapel | Any | \$40 |
| Classroom | Any | \$25 |
| Janitorial Services | Minimum 2 hours | \$50 |
| Multi-Media | | Fee to be determined by the director |

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

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 monthly for ongoing 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.

*Change from Fellowship Hall to Social Hall to keep consistent with earlier description of the area as Social Hall.

Policy approved by Church Council 05/20/2014.

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Application for Use of Lititz United Methodist Church Facilities

To be completed after phone consultation with Patti Bergman, Facilities and Events Manager regarding available dates and proposed purposes. Return this form to LUMC, 201 E. Market St. Lititz Pa 17543-1132 717-626-2710

Date of application: _____ Group or Organization using facilities _____

Name of Person requesting use _____ Member of LUMC yes no

Address _____ Home Phone _____

Cell Phone _____ Work Number _____ E-mail _____

Is the person requesting use of 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!

Responsible person _____

Address _____ **Home Phone** _____

Cell Phone _____ **Work Phone** _____ **Email** _____

Name of liability carrier _____

Amount of liability insurance coverage _____ Certificate of Insurance attached? _____

*Facility requested: Sanctuary Children's Classroom(s) Social Hall
 Adult/Youth Classroom Kitchen Chapel Coffee area

*On the back of this form, please fill out in detail what areas of the church are needed, any equipment needs and any other pertinent information that will be helpful to the Board of Trustees when considering your application.

Dates Requested First Choice _____ Second Choice _____ Third Choice _____

Times needed : From _____ to _____

Expected number of attendees _____ Age level: _____ Children _____ Adults

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 the Safe Sanctuary policy. 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: _____

**Application for Use of Lititz United Methodist Church Facilities
(continued)**

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 (If yes, what would you require?) PLEASE NOTE: Use of multi-media equipment, whether your own or that of LUMC, is only permitted by approval from the Board of Trustees 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.)

If you are requesting the use of the kitchen or coffee areas, will you be using any of the church's equipment (coffee makers, stove, dishwasher, refrigerator)? List in detail what you are requesting.

Any additional questions or comments?

Policy approved by Church Council 05/22/2014.

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