

## **Santa Cruz Valley United Methodist Church Building Use Overview and Guidelines**

*Santa Cruz Valley United Methodist Church (SCVUMC) is an active, inclusive, community minded congregation. Church and community activities may keep the church building busy seven days each week. This overview, fee schedule and guidelines are to guide church staff as hosts and building users as guests. The guidelines for use of facilities at SCVUMC have been adopted by the Board of Trustees to maintain the care of the building and property. Every group using the facilities, whether member or not, will be responsible for following these guidelines. **Deviation from these guidelines may only occur with written permission from the Pastor / Board of Trustees.***

Users are categorized as follows:

- a. “SCVUMC Group” – are church groups/events such as Worship Activities, Sunday School, SCVUMC Youth Groups, SCVUMC Bible Study Groups, SCVUMC Committees, and SCVUMC non-scheduled activities such as weddings or funerals.
- b. “Member Group” – means family and friends of a member of SCVUMC, not a non-church group that has a church member as a member.
- c. “Non-Profit” – means a group producing a certificate of tax exemption under 501© of the Federal Internal Revenue code.
- d. “Non-Church Group” – means a group which is neither a SCVUMC Group, Member Group nor a Non-Profit.

**Church activities have priority in scheduling space use.** SCVUMC reserves the right, on last minute notice, to move or cancel a space use to accommodate a church event (for example, a funeral).

A group may request space use by completing a Facilities Use Agreement form or by contacting the Church Administrator at 520-282-4085 to schedule an event or to provide required information for the Facilities Use Agreement form. The Facilities Use Agreement form is also available on the church website at ([www.santacruzvalleychurch.org](http://www.santacruzvalleychurch.org)).

All groups desiring to meet **MUST** have meetings scheduled on the calendar in the church office. **Groups may not meet at their discretion.**

If the SCVUMC Group and use are consistent with the church’s mission and guidelines and the requesting dates and time are free of conflict with other events, the SCVUMC Group will receive confirmation that the use has been booked on the church calendar.

**Member Group, Non-Profit** and **Non-church** users are required to sign a separate Facility Use Agreement and Hold Harmless Agreement for each single event or for each year of multiple date use. **Non-Profit** and **Non-church** users are also required to have their insurance agent provide a certificate of current liability insurance rider designating the church as additional named insured. The Board of Trustees may waive the insurance requirement in certain circumstances.

Fees for the use of space and cleaning and damage deposit charges are provided in the attached table.

- No groups will be scheduled to meet during church worship times unless previously approved. No groups will meet during special worship services, i.e. Maundy Thursday, Ash Wednesday, Hanging of the Greens, etc. Groups will be notified if their meeting time will conflict with a special event so that the group can make other arrangements.
- Funerals take priority over meetings; scheduled meetings **may need to be** canceled for funerals.
- All funerals and weddings must have a SCVUMC pastor in charge.
- Use of the audio visual equipment will require an additional charge and a SCVUMC operator.
- Church members may use the facilities for weddings, anniversaries, parties, birthdays, etc., at no charge if not conflicting with scheduled activities. Donations would be appreciated to cover the church's costs.
- Groups that are being provided a meeting place must abide by the standards set forth by the Trustees to take care of the facility. Groups not abiding by the rules will be asked to make other meeting arrangements.
- The group leader takes responsibility for communicating all guidelines to the participants and implementing all rules.
- When children are participants or are with adults who are participants, the adult in charge assumes responsibility for seeing that there is a responsible adult supervising the children wherever they may be in the building, i.e. restrooms, hallways, outside the building.
- When children are participants, an adult must arrive early to greet the children and not leave until all the children have left the property. At least two adults must be supervising when children are involved. It is recommended that there should be a ratio of one adult for every six children.
- Any damage to church property incurred while the group is meeting will require compensation from the group responsible. This will include any plumbing problems or damage to equipment or carpeting.
- There will be no running in the halls or excessive noise. There will be no playing on chair & table carts, coat racks, wheel chairs, walkers, etc. or in rooms not authorized for use by the group.
- Decorations, banners, etc. are allowed within the building but must NOT be affixed by nails or tacks. They are to be removed by the user before leaving the facility.
- All trash **must be** put in the proper receptacles. Failure to do this will result in a *fee* charged to the participating group (see Damage and Cleaning fee).
- There will be ***NO SMOKING*** allowed in the building and no smoking outside within 100 feet of the building.
- There will be ***NO ALCOHOL or ILLEGAL DRUGS*** consumed on the property.
- Any spills **must be** wiped up immediately and reported in writing to the office if spill is noticeable. This requirement is critical for maintenance. Failure to report a stain will result in a *cleaning fee*.
- SCVUMC is ***NOT*** responsible for any damage to personal vehicles left in the parking lot or property left in the church. All vehicles will be towed at owner's expense after 24

hours **UNLESS** the Church Administrator is notified by the owner, a person representing the owner or prior arrangements have been made.

- The restrooms **MUST** to be checked by the adult in charge before leaving the building.
- The adult in charge is responsible for seeing that all lights have been turned off and all outside doors are locked.
- A Damage and Cleaning Deposit will be required for all except SCVUMC Groups as shown on the attached fee schedule. Following use of the facilities a SCVUMC representative will inspect the facilities and upon satisfactory inspection SCVUMC will return the deposit fee. Any disputes will be referred to the Board of Trustees.
- It is SCVUMC's policy **NOT** to allow Church equipment and furnishings to be used outside the church property.

Approved by Board of Trustees

Approved by Pastor

\_\_\_\_\_  
(Recording Secretary)

\_\_\_\_\_

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

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