

BUILDING USE GUIDELINES
North Broadway United Methodist Church
48 E. North Broadway – Columbus OH 43214
Phone 614-268-8626 Fax 614-268-2115
www.north-broadway.org

Guidelines for Events at North Broadway:

If your group or event complies with these guidelines, you may submit a “Building Use Request Form” to the office manager. Forms are available at the church office and on the website. Please drop off or submit via e-mail to tloudner@north-broadway.org You will be notified to confirm space availability for your event.

North Broadway United Methodist Church (NBUMC) facilities are available to members and non-members, individuals, groups and organizations:

- Provided their proposed use is consistent with the purpose and scope of the mission of NBUMC as prescribed by the Administrative Board and is in compliance with all applicable provisions of the Ohio Revised Code and the UM Book of Discipline currently in effect.
- Provided the proposed use does not involve unreasonable wear and tear on the facility, or present an unreasonable risk of personal injury or property damage.
- The group is not a political organization which seeks to endorse or support political candidates.
- The group is represented by a responsible individual who shall be accountable for the condition of the facilities.
- The proposed use does not involve a business event designed to generate profit for any single individual or for-profit entity.

Scheduling a Program or Event at North Broadway

- Church programs and NBUMC-sponsored connectional outreach missions will have first priority in scheduling meeting rooms.
- All requests for use of church facilities must be submitted on a Scheduling Request Form obtained from the church office. This form is to be submitted to the office manager no later than one week prior to the event.
- Ongoing programs meeting at North Broadway are required to renew their requests for meeting space annually.

Building Hours

- Church Office is open Mon-Thurs (9:00am-4:00pm) and Fri (9:00am-Noon)
- The main front door is open Mon-Fri (7:00am-8:00pm), Sat (8:30am-12:00pm), Sun (8:00am-12:00pm). For the ramp door, you will need keycard access or be buzzed in. The ramp door has traditionally opened for free access 6:00pm-8:00pm weekdays, but we are going to be limiting these hours to improve building security. On some nights, your group may need to have a representative wait at the door to let in people for your group meeting.
- During the summer and holidays, building hours will vary (e.g., closed on July Saturdays). Changes to hours are published in the weekly bulletin, weekly email, and *Tower Talk*.
- The North Broadway Church building remains open during Level 1 and Level 2 Snow Emergencies unless all scheduled activities are cancelled, and then the building may close early. Leaders of groups planning to meet make cancellation decisions for their meetings. Please call before coming to North Broadway when there is a Level 1 or 2 Snow Emergency status in Franklin County. (614) 268-8626.

- Under Level 3 the building will be closed and all scheduled activities are automatically cancelled.
- In the event of severe weather such as a severe thunderstorm or tornado warning, people should seek shelter in the lower level hallways or Como hall (not Anniversary Hall)
- The building is closed on New Year's Day; Martin Luther King, Jr. Day; Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. Other scheduled holidays may be added to the calendar at the discretion of the Senior Minister.
- Sunday close at 1pm on Day before MLK Day, Memorial Day, Labor Day, Day after Thanksgiving,

Meeting Schedules

- All meetings are to end by 30 minutes before the closing time, to allow time to clean up and exit the building before the closing time, and no later than 8:45 p.m. on weeknights.
- Advance arrangements must be made at least one week prior to the date of the meeting or event, if earlier/later access and meeting end times are required.

Fees and Liability

- Room fees apply for groups not affiliated with NBCUMC and not otherwise granted waivers for those fees. A separate schedule of usage fees is available.
- Fee waivers are granted at the discretion of the Senior Minister and Board of Trustees.
- A Liability Insurance Certificate is required from outside groups. North Broadway may withhold room usage permission until such certificate is provided.
- When the use of any church facilities results in above normal clean-up, maintenance, or security costs, the above normal costs will be itemized and submitted to the individual in charge of the group, who shall be responsible for prompt reimbursement to the church.
- The person in charge agrees to confine the activities of the event to the space allocated for the event and further agrees to make certain the activities conform to the stated purpose on the Scheduling Request Form.
- Any activity involving children and youth will have adequate supervision that complies with the NBUMC Safe Sanctuary requirements or an equivalent policy. Copies of this policy are available upon request.
- Ongoing groups may be required to provide annual documentation of compliance.
- When questions or concerns arise with respect to a usage which is not addressed in this document, the Property Manager and Senior Pastor in consultation with the Board of Trustees are authorized to make final decisions about usage of church facilities.
- Updated March 2010