

Windsor United Methodist Church Building Use Contract for Use of Facilities

Date Adopted: 4/18/1999 Amended: 4/21/2002 Amended: 10/9/2018 Amended: 8/27/2020

1. This document is a contract between: _____
(print the Organization's name); herein after the "Group" and Windsor United Methodist Church, herein after the "Church," for the use of specified Church facilities for the specific purposes expressed herein.

2. The Group agrees to limit its use of the Church facilities to the following:

Group Name:		Dates Requested:	
Address:			
Group Leader Name:		Phone #:	Text: ok no
Email Address:		Number of People:	
Type of use:			
Locations of activity : <input type="radio"/> Sanctuary* <input type="radio"/> Harbor Hall <input type="radio"/> Kitchen <input type="radio"/> Nursery <input type="radio"/> Pavilion			
<input type="radio"/> Classrooms (specify):		<input type="radio"/> Other (specify):	
* Use of the Sanctuary requires special approval by the pastor, as well as the Trustees.			
Event Scheduled: <input type="radio"/> Sunday <input type="radio"/> Monday <input type="radio"/> Tuesday <input type="radio"/> Wednesday <input type="radio"/> Thursday <input type="radio"/> Friday <input type="radio"/> Saturday			
Explain the event schedule:			
Event:	Start	am/pm	End
			am/pm
		Set-up time:	Clean-up time:
Does the Group have liability insurance? yes no Insurer:			
Insurance contact information:			
Group Safety Compliance Officer (GSCO) Name:			
Email Address:		Phone #:	Text: ok no

3. The bottom left corner of each page is a location for the Group Leader to sign and date that they agree with all requirements on the page. There is a final signature location at the end of this document.

4. The recent viral infection (COVID-19) issue has driven the Church to update ongoing operations. All Groups will be required to adhere to the following in order to use the Church facilities.

- a. **Any individual who is sick, has tested positive for COVID-19, or has been in contact with someone that has tested positive for the COVID-19 virus must stay home.**
- b. All individuals are required to **wear face masks** before entering the building and during the activity. The mask can be removed temporarily while drinking or eating.
- c. Individuals must **maintain the 6-foot social distancing** buffer and **wash their hands** frequently.
- d. The forehead temperature of everyone must be taken by the GSCO or the designee, immediately on entering the building. Anyone with a temperature above 99.6° must be sent home.
- e. The GSCO will ask the individual how they are feeling and if they have been in contact with someone exposed to the virus. Anyone sick or with exposure must be sent home.
- f. Individuals who do not take these guidelines seriously must be asked to leave.
- g. The GSCO will keep a record of **everyone's** name, contact information, temperature, current health, viral exposure, and whether they attended the meeting or were asked to leave and the reason for leaving.
- h. The Church Office at (803) 788-1858 must be notified ASAP of anyone that attended the event and tests positive for COVID-19 within 3 weeks following the event, so that the Church can take appropriate action.

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- i. The health records of each Group activity must be retained for at least 4 months and made available on request for contact tracing.
5. The Group is responsible for cleaning and disinfecting all areas used after each meeting per [CDC Guidelines for COVID-19](#) (use the web link or the attached document). This includes, but is not limited to cleaning and disinfecting hallways, bathrooms, door handles, chairs, tables, light switches, etc.
6. The Group agrees to inform the Church Office at (803) 788-1858 of any changes in contact information. If the Group Leader or GSCO will not be present at the function, replacement name(s) and contact information will be communicated to the Church Administrative Assistant.
7. Church sponsored activities shall have priority over the Group activity, regardless of dates and times agreed to in this contract. Every effort will be made to accommodate the Group function, but there is no implied promise to do so.
8. All contracts must be approved by the Church Trustees prior to the first meeting or event.
9. If this contract is for ongoing use of Church facilities (e.g. periodic meetings) throughout the year, it only needs to be submitted once per year. It must be resubmitted for annual renewal before January of the new year. It is the responsibility of the Group Leader to request a current Contract from the Church Administrative Assistant one month in advance of their first meeting at the beginning of each new year. The Trustees meet on the second Tuesday of every month.
10. **If a key is issued, the receiving person agrees to not have it duplicated or transfer it to another Group member without notifying the Church.** One-time users must sign out a key from the Administrative Assistant and return it on the first business day following their event.
11. The Group agrees to inform the Church Office at (803) 788-1858 within 24 hours of any damage to property that occurs during use of the facilities, including but not limited to any spills, tears, breaks, and stains. A report must be written and emailed to the Church Office at windsorumc@bellsouth.net detailing the problem and the Group's plans to repair the problem. The Group is responsible for repair of any damage caused by the Group.
12. The Group agrees to leave the facilities in good condition and return all furniture (e.g. chairs, tables, etc.) to their prior arrangement, turn off the heat or A/C, turn off the lights (including restrooms), turn off any other equipment used, clean any dishes used, clean any spills, take trash out to the dumpster located behind the church, and make sure to lock all outside doors.
13. If the Group's intended use of the facilities should require special janitorial services, the Group Leader agrees to obtain written permission from the Church Trustees and pay a fee to cover the cost prior to such use. A suggested fee schedule is below.
14. Rent is not due for use of the facilities. *However, donations to defray the cost of utilities and maintenance will be accepted by the Church.* (See suggestions below)
 - a. We request a cleaning deposit of one hundred and fifty dollars (\$150.00), which will be refunded if the requested area is clean and damage-free upon completion of the contract.
 - b. **Sanctuary***: One to three hours at three hundred dollars (\$300.00). We do not anticipate that use of the sanctuary will extend beyond three hours, but an additional one hundred dollars (\$100.00) should be sufficient for an additional two hours. Weddings require a special request.
 - c. **Harbor Hall**: One to four hours at two hundred dollars (\$200.00). Any additional time will be two hundred dollars (\$200.00). Food and drink are allowed in this area.
 - d. **Kitchen Area**: One to four hours at one hundred and fifty dollars (\$150.00). Approval will be based on specific needs for this area. The request is for already prepared food to be stored temporarily or served from the kitchen area: **COOKING WILL BE NOT ALLOWED.**
 - e. **Classrooms**: One to four hours at thirty dollars (\$30.00). Up to four hours additional at twenty dollars (\$20.00).

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15. **Smoking and alcoholic beverages are prohibited.** All participants must abide by the restriction while on Church property.
16. This contract is not a rental agreement creating rights of landlord and tenant; it is a limited purpose at-will contract, which can be terminated by the Church Board of Trustees if user Groups do not abide by the parameters herein.
17. The Group Leader agrees to monitor the Group for strict adherence to this contract, understanding that the Church does not carry liability insurance for non-Church related activities. The Group Leader agrees to be responsible for the safety of children/youth in the Group and limit use of the facilities, especially by children/youth to the areas specified in paragraph 2, and children/youth shall not be allowed to play in any other areas. The Group Leader will provide a minimum of two adults to monitor children/youth's activities. The Group accepts responsibility for any injury to any person in the Group while on the premises.
18. The Group hereby releases, discharges and hold harmless Windsor United Methodist Church and its trustees, officers, employees, members and agents as well as volunteers from any and all liability, claims and causes of action of any type whatsoever arising out of or in any way connected with the use of the Church facilities.
19. Additional Conditions and Requirements:
 - a. Church property or equipment shall not be used by private enterprise for business purposes or for profit.
 - b. Permission from the pastor or from the Chairman of the Board of Trustees shall be obtained prior to removal of equipment or items for use at other locations or outdoors on church property. Such items shall be signed in and signed out with the Church Administrative Assistant.
 - c. Because it may be a danger to others, furniture may not be placed in any aisle, exit, foyer, passageway, or corridor where it could obstruct the flow of traffic.
 - d. Any Church furniture used for your activity will be returned to the location is was removed from.
 - e. Users agree to properly discard all trash and garbage created while using the facilities.
 - f. Users agree to pay for special janitorial services, should they be required by their activities.
 - g. Users agree to limit persons to only those areas specified in this Contract.
 - h. Users agree to monitor all persons in attendance to ensure compliance with this Contract.
 - i. No food or beverages shall be allowed in the Sanctuary or the Vestibule.
 - j. Upon completion of activities, users will turn off the heat and A/C, turn off all the lights, (including restrooms), turn off all equipment used, wash/dry and put away any dishes used, clean up any spills, **remove all trash** to the dumpster located behind the church, return any folding furniture to proper storage, and **make sure that all outside doors have been locked prior to leaving.**

My signature below indicates that I have read and agree to Windsor United Methodist Church's Safe Sanctuary Policy (see attached) and this Building Use Contract, and that our Group will comply with the terms and conditions herein.

Group Leader / Position

Trustees Chair

GUIDANCE FOR CLEANING AND DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

This guidance is intended for all Americans, whether you own a business, run a school, or want to ensure the cleanliness and safety of your home. Reopening America requires all of us to move forward together by practicing social distancing and other [daily habits](#) to reduce our risk of exposure to the virus that causes COVID-19. Reopening the country also strongly relies on public health strategies, including increased testing of people for the virus, social distancing, isolation, and keeping track of how someone infected might have infected other people. This plan is part of the larger [United States Government plan](#) and focuses on cleaning and disinfecting public spaces, workplaces, businesses, schools, and can also be applied to your home.

Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:

- Develop your plan
- Implement your plan
- Maintain and revise your plan

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

For more information, please visit **CORONAVIRUS.GOV**



This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using [EPA-approved disinfectants against COVID-19](#) can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Links to specific recommendations for many public spaces that use this framework, can be found at the end of this document.

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America.

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning or disinfecting. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting. To protect your staff and to ensure that the products are used effectively, staff should be instructed on how to apply the disinfectants according to the label. For more information on concerns related to cleaning staff, visit the Occupational Safety and Health Administration's website on [Control and Prevention](#).

DEVELOP YOUR PLAN

Evaluate your workplace, school, home, or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an [EPA-approved disinfectant](#).
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Find additional information at [CDC's website on Cleaning and Disinfecting Your Facility](#).

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Find additional reopening guidance for cleaning and disinfecting in the [Reopening Decision Tool](#).

It is critical that your plan includes how to maintain a cleaning and disinfecting strategy after reopening. Develop a flexible plan with your staff or family, adjusting the plan as federal, state, tribal, territorial, or local guidance is updated and if your specific circumstances change.

Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. In a household setting, cleaning toys and other items used by children with soap and water is usually sufficient. Find more information on cleaning and disinfection toys and other surfaces in the childcare program setting at [CDC's Guidance for Childcare Programs that Remain Open](#).

These questions will help you decide which surfaces and objects will need normal routine cleaning.

Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people. Certain outdoor areas and facilities, such as bars and restaurants, may have additional requirements. More information can be found on CDC's website on [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#).

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19. However, there are additional concerns with outdoor areas that may be maintained less frequently, including playgrounds, or other facilities located within local, state, or national parks. For more information, visit CDC's website on [Visiting Parks & Recreational Facilities](#).

Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

There are many public health considerations, not just COVID-19 related, when reopening public buildings and spaces that have been closed for extended periods. For example, take measures to ensure the [safety of your building water system](#). It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses. For healthcare facilities, additional guidance is provided on [CDC's Guidelines for Environmental Infection Control in Health-Care Facilities](#).

Determine what needs to be disinfected

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from [EPA's list of approved products that are effective against COVID-19](#).

These questions will help you choose appropriate disinfectants.

Are you cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic?

Consult [EPA's list of approved products for use against COVID-19](#). This list will help you determine the most appropriate disinfectant for the surface or object. You can use diluted household bleach solutions if appropriate for the surface. Pay special attention to the personal protective equipment (PPE) that may be needed to safely apply the disinfectant and the manufacturer's recommendations concerning any additional hazards. Keep all disinfectants out of the reach of children. Please visit CDC's website on [How to Clean and Disinfect](#) for additional details and warnings.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- gas pump handles,
- touch screens, and
- ATM machines.

Each business or facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects. For example, transit stations have [specific guidance](#) for application of cleaning and disinfection.

Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. [EPA has listed a limited number of products approved for disinfection for use on soft and porous materials](#). Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting. Find more information on [CDC's website on Cleaning and Disinfecting Your Facility](#) for developing strategies for dealing with soft and porous materials.

Consider the resources and equipment needed

Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs. For more information on appropriate PPE for cleaning and disinfection, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).

IMPLEMENT YOUR PLAN

Once you have a plan, it's time to take action. Read all manufacturer's instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

Clean visibly dirty surfaces with soap and water

Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. When you finish cleaning, remember to wash hands thoroughly with soap and water.

Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets. Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.

Use the appropriate cleaning or disinfectant product

[EPA approved disinfectants](#), when applied according to the manufacturer's label, are effective for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.

Always follow the directions on the label

Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants out of the reach of children.

MAINTAIN AND REVISE YOUR PLAN

Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities. [CDC provides tips](#) to reduce your exposure and risk of acquiring COVID-19. Reducing exposure to yourself and others is a shared responsibility. Continue to update your plan based on updated guidance and your current circumstances.

Continue routine cleaning and disinfecting

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.

Consider choosing a different disinfectant if your first choice is in short supply. Make sure there is enough supply of gloves and appropriate personal protective equipment (PPE) based on the label, the amount of product you will need to apply, and the size of the surface you are treating.

Maintain safe behavioral practices

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America. Check this resource for [updates on COVID-19](#). This will help you change your plan when situations are updated.

Consider practices that reduce the potential for exposure

It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.

To reduce your exposure to or the risk of spreading COVID-19 after reopening your business or facility, consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them. These types of behavioral adjustments can help reduce the spread of COVID-19. There are other resources for more information on [COVID-19](#) and how to [Prevent Getting Sick](#).

Another way to reduce the risk of exposure is to make long-term changes to practices and procedures. These could include reducing the use of porous materials used for seating, leaving some doors open to reduce touching by multiple people, opening windows to improve ventilation, or removing objects in your common areas, like coffee creamer containers. There are many other steps that businesses and institutions can put into place to help reduce the spread of COVID-19 and protect their staff and the public. More information can be found at [CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#).