



Rectortown United Methodist Church
3049 Rectortown Road
Rectortown, VA 20140

Serving God with Prayer, Action and Love through Service.



Facility Use Policy

Rectortown United Methodist Church (RUMC) is a house of God and the sanctuary is a most holy place of worship. As a result, the facility is to be always treated by everyone with respect, dignity and personal responsibility as defined by the Congregation and its representative Boards/Committees. The Rectortown Board of Trustees has legal responsibility for the care and upkeep of the facility. The pastor has the primary responsibility to assure all groups or individuals using the church, including church grounds, are aware of and abide by the Social Principles of the United Methodist Church as recorded in The Book of Discipline. RUMC is available for use by its members. The church is also happy to offer its facility for conditional use by special groups in the community as an extension of the ministry of the church. The following procedures, terms, conditions and fees (when applicable) apply for the use of the facility.

1. Reservation Procedures

Reservations will be made through Trustee Chairperson or duly designated representative, approved by the Pastor and presented to the Administrative Council (for coordination of events/schedules) and will generally be made on a first-come first served basis. Reservations should be submitted 30 days prior to intended use date to allow time for full review and approval. Functions and activities of the congregation of RUMC will take precedence over other requests.

On occasion, emergency situations will arise when RUMC may have to cancel a reservation with short notice and will in no way be responsible for costs incurred by the users due to these changes. The church will do everything possible to honor any agreement made, but all parties requesting to use the facility must be aware of the possibility of short notice cancellations.



Rectortown United Methodist Church
3049 Rectortown Road
Rectortown, VA 20140

Serving God with Prayer, Action and Love through Service.



2. Terms and Conditions

- One person shall be designated the "Responsible Person" (with an alternate listed). This person must be a member of any group, club or activity requesting use and be authorized to execute this agreement. The responsible person must also be at least 21 years of age and a resident of the state of Virginia. The responsible person will sign all paperwork and always be present while the facility is being used.
- The facility may be used only during the designated times set forth in the signed agreement.
- Children must be always supervised.
- Any furnishings moved by the using group (tables, chairs, etc.) must be returned to their original positions. No items will be removed/relocated in the main portion of the sanctuary without written approval of the Pastor/Worship Committee Chairperson.
- All furniture will be properly cleaned and left as found.
- Any supplies used during use will be replenished or reimbursed for at the value determined by the Board of Trustees.
- All trash will be properly bagged and removed from the facility.
- The designated "Responsible Person" will be held responsible to pay for any damage to Rectortown property during the use of the facility.
- Individuals or groups using the church will supply their own food, drink, and dining supplies.
- As a practice of good stewardship, only necessary lighting will be turned on and all lights will be turned off before leaving the building. During the heating and air conditioning seasons, care will be taken to keep doors closed to conserve energy.
- Regarding inclement weather, RUMC will follow the Fauquier County School closing decisions.
- No food or drink in the sanctuary except for the elements used for Eucharistic purposes during a worship service.



Rectortown United Methodist Church
3049 Rectortown Road
Rectortown, VA 20140



Serving God with Prayer, Action and Love through Service.

- No alcoholic beverages will be used on church property.
- No smoking allowed in the church buildings.
- Any damage or problems must be reported immediately to the pastor or trustee chair of the church. Trustee Chairperson or designated representative.
- The Facility Use Covenant shall be renewed annually. (Based on the agreed start date.)
- Facility use is at the will of RUMC, which reserves the right to terminate the agreement at the discretion of the Board of Trustees.
- Weddings: A \$300.00 use fee and an additional \$300.00 deposit. This deposit will be refunded within 1 week minus any damage, replacement, or cleaning costs incurred during the facility use. (These fees may be waived, in lieu of a donation, for members of RUMC and/or regular attendees.)
- RUMC is not responsible for natural disasters (i.e. snowstorms, flooding, fires, windstorms, power outages) resulting in the cancellation of the facility use event.



Rectortown United Methodist Church
3049 Rectortown Road
Rectortown, VA 20140

Serving God with Prayer, Action and Love through Service.



Facility Use Covenant

This is a covenant between Rectortown United Methodist Church and

I, _____ as the "Responsible Person" for _____.

(Name of Group)

I acknowledge that I have read the RUMC Facility Use Policy and accept all procedures, terms and conditions. Furthermore, as the "Responsible Person" I agree to be present during the time that the group uses the facility and I agree to be responsible for seeing that all procedures, terms, and conditions are observed. As the responsible party, I agree to pay for any damages to any property of RUMC property that are incurred because of neglect, abuse, or failure to follow this facility use policy terms and conditions.

I, _____ as the "Responsible Person" for _____,

(Name of Group)

and acting as the primary contact with Rectortown United Methodist Church, further recognize that Rectortown UMC is not responsible for in the case of accident or injury to me or any person during facility use.

Rectortown United Methodist Church facility to be used:

____ Sanctuary ____ Downstairs Classrooms ____ Fellowship Hall ____ Kitchen

____ Grounds immediately surrounding the church

Dates and times of intended use:

Day of the week

Event Date

Time Period

Alternative Day of the week

Alternative Event Date

Time Period

Responsible Person Signature: _____

Address: _____

Phone number: _____ e-mail: _____

Responsible Organization: _____

Date: _____

Pastor of Rectortown United Methodist Church

Trustee of Rectortown UMC

Rectortown UMC Council Chairperson