

Rectortown United Methodist Church
P.O. Box 301 ~ Rectortown, VA 20140 ~ 540 364 1066

Facility Use Policy

Rectortown United Methodist Church (RUMC) is considered to be a house of God and the sanctuary is a most holy place of worship. As a result, the facility is to be treated by everyone at all times 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.

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 be present at all times 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 supervised at all times.
- Any furnishings moved by the using group (tables, chairs...) 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.
- No alcoholic beverages will be used on church property.
- No smoking allowed in the church buildings.

Revised March 6, 2010

Effective unless superceded by a more current revision.

- 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 require 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.

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Rectortown United Methodist Church

Rectortown, Virginia

Facility Use Covenant

This is a covenant between Rectortown United Methodist Church and

I, _____, as the "Responsible Person" for

_____ **(Name of Group)**

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 White House Facility Grounds Surrounding Church

Dates and times of intended use:

Day of Week: _____ **Month/Date:** _____ **Year:** _____ **Time Period:** _____

Responsible Organization: _____

Responsible Person Signature: _____

Address: _____

Phone Number: _____ Email: _____

Date Signed: _____

Signature of Pastor: _____

Signature of Trustee: _____

Signature of Church Council Chairperson: _____