

USE OF FACILITIES

RURAL RETREAT UNITED METHODIST CHURCH

The mission of Rural Retreat United Methodist Church is to be an active, caring and serving body of our Lord and Savior, Jesus Christ. Our purpose is to nurture children, youth, and adults in Christian faith. We strive to help those individuals who make up the body to be good stewards of their time, service, prayer and finances. The goal of the church is to reach out to our community and the world, as witnesses for Jesus Christ through word and deed as we grow in our faith and fellowship. With this as our focus, we have sought to create a facility that glorifies God and maintains a worshipful atmosphere. Many types of ministries that foster and strengthen the bonds of love and fellowship are made possible through the use of this building, equipment, and furnishings. It is expected that all persons who desire to hold celebrations and other activities in this Church share our purpose to be good stewards of God's many gifts.

Facilities Use for RRUMC – sponsored activities

The facilities at Rural Retreat United Methodist Church are primarily for Church sponsored functions and activities. In this case, the Fee Schedule does not apply to church-sponsored functions. However, parts of the policy refer to care of facilities and apply to general use. Any expenses incurred in use of facilities, such as buying extra kitchen supplies, etc., should be borne by the sponsoring group within the church. The entire Facilities Policy applies, as well as specific guidelines for use at all times.

Facilities Use for Non—RRUMC sponsored activities

When there is no conflict with church-sponsored activities, RRUMC facilities may be used by outside organizations (meetings, concerts, dinners, etc.) or for personal use by members (showers, receptions, etc.). In these cases, the entire Facilities Policy applies, including the Fee Schedule. Requests for use of RRUMC facilities for activities not sponsored by RRUMC are considered on a case-by-case basis by the Board of trustees and fees may be waived or adjusted on an individual basis by the Board of Trustees (#19, Facilities Policy). The Facilities Committee consists of the Pastor and the Board of Trustees.

2015 Board of Trustees

General Policy for Facilities Usage:

1. Payment is to be made before each use of the facility at the time reservations are made. The reservation is not confirmed until building and custodial fees have been received in the church office.
2. Only appropriate programs shall be held in the Sanctuary as determined by the Pastor and Board of Trustees.
3. The use of the facilities or property for any non-church functions must be approved by the Board of Trustees.
4. The church assumes no liability for personal accident or injury.
5. The user/organization accepts all legal liability for any incident or loss in conjunction with the use of the facilities.
6. The user/organization is responsible for all damage to the furnishings, equipment and facility.
7. The user/organization is responsible for the conduct of all individuals on Church property while the program or activity is in progress. No minors are permitted to remain unaccompanied on the property prior to, during, or following a program or activity.
8. No alcoholic beverages will be allowed in any part of the church property.
9. No smoking is allowed inside the facility.
10. The user/organization is responsible for the immediate removal of all decorations and props. The user/organization is to return all articles to the area from which they were borrowed.
11. No furnishings are to be removed.
12. Tape, tacks, nails, pins, or adhesive of any kind shall not be used on the walls.
13. Kitchen facilities will be made available for the serving of meals. The preparation of meals must be approved by the Board of Trustees for each event.
14. Temperature controls are not to be changed from their settings. All lights must be turned off, including those in the washrooms, all windows closed and doors must be locked before leaving the facilities. Each group will be responsible for trash removal unless it is part of our normal weekly worship activities.
15. Money-making projects will be allowed only for RRUMC sponsored Activities, unless otherwise approved for each event.

16. A funeral service should be given priority over most previously scheduled events, except weddings or other activities that cannot be changed due to travel and planning. All scheduling should be coordinated through the church office. Any conflict will be resolved by the Board of Trustees
17. Non-members may reserve facilities no more than 12 months and no less than one month prior to the anticipated use.
18. All policy will be enforced by and addressed by the Board of Trustees in conjunction with the Pastor.
19. Facility use fees may be waived or adjusted on a case-by-case basis for community service organizations by the Board of trustees.
20. The flags may not be moved from the sanctuary without first consulting the pastor.

Approved December 2015

POLICY FOR USE OF FACILITIES
Rural Retreat United Methodist Church
Rural Retreat, Virginia

The user agrees to abide by the regulations listed below:

Fee Schedule

The fees for the use of Sanctuary, Epworth house and Multi-use Facility will be as follows: *(Any organization not sponsored by RRUMC is classified as "Non-Member.")*

I. Facilities

	Non-Member	Member
Sanctuary Only	\$150.00	0
Multi-use Facility	\$150.00	0

II. Materials

Must be provided by the group or person using the facility.

III. Staff Services

Custodian-

Custodial services will include: set up of tables and chairs, take down of tables and chairs, preparation of the rooms for the next use and the usual services of cleaning floors, restrooms and other areas which have been used. It will not include cleaning from food service in the kitchen.

This is a required fee and is non-negotiable, unless approved by the Board of Trustees.

Sanctuary	\$100.00	0
Multi-use Facility	\$100.00	0

APPLICATION FOR USE OF FACILITIES

Rural Retreat United Methodist Church

Responsible Party: _____

Group Represented: _____

Is the event a profit making activity? Yes _____ No _____

What areas of the church do you want to use? _____

Purpose of Use: _____

Number of people expected: _____

Date of use: _____ Beginning Time: _____ Ending Time: _____

Date of use: _____ Beginning Time: _____ Ending Time: _____

Plan for clean up: _____

AGREEMENT

This is an agreement to abide by the RRUMC policies for use of the area herein described. When signed by both parties as indicated below, the Responsible Party assumes liability for any damage or loss incurred in using the facility. Please sign and return to RRUMC office. The facilities will be reserved officially as soon as the completed form and the payment have been received in the church office. The payment must be received when reservations are made. The key is to be given to and returned by:

_____.

Charges: _____ Amount received: _____

From (User/Organization): _____

Address: _____ Phone: _____

(Signature of Responsible Party) Date: _____

RRUMC Designee:

Pastor Date: _____

The use of this form by all applicants is required by the Administrative Board of RRUMC, 503 Church Street, Rural retreat, VA. 24368. A completed copy will be given to the Applicant. The original is retained by the church office.

POLICY FOR USE OF KITCHENS AND SUPPLIES

Rural Retreat United Methodist Church

1. The kitchens must be reserved through the church office. Calendars will be maintained by the Board of Trustees and will be kept in the office.
2. Food may be served from the Epworth Kitchen and the Multi-use Facility Kitchen for church and community groups. Neither kitchen will be put to any commercial use.
3. All groups (church groups and outside groups) should assume the responsibility of cleaning the kitchen and sitting area after a function.
 - A. Dishes, utensils, silverware, etc., should be washed, dried, and returned to the appropriate places in kitchen and pantry. No items should be left to drain in the sink area. The dishwasher should be operated only by a trained person.
 - B. All counter and table surfaces should be cleared and cleaned (kitchen and Sitting area) Items are to be properly stored.
 - C. The refrigerator should be wiped clean. No perishable food should be left in the refrigerator or freezer unless labeled with a name and date for its use. There will be a weekly disposal of unlabeled food. Can or bottled drinks may be left for use of the general church population.
 - D. The towels and linens should be laundered and returned to the church Within forty-eight hours.
 - E. All garbage should be removed by the user the same day. RRUMC will not provide trash removal.
 - F. Usage checklists will be provided to each group by the Office and the facilities will be monitored after use.
4. Kitchen supplies are not provided by RRUMC.
 - A. All groups are encouraged to use disposable place settings.
 - B. All paper supplies, garbage bags, and food supplies such as tea, coffee, sugar and creamer for RRUMC groups will be purchased by the Group using the facility, unless provided by RRUMC as part of worship activities.

Rural Retreat United Methodist Church

NAME OF GROUP: _____ DATE OF USE: _____

All groups (both inside and outside of the church) should assume the responsibility for cleaning the kitchen, pantry and all areas after a function.

The following check list should be completed during clean-up.

- ____ 1. Dishes, utensils, silverware, etc. are washed, dried, and returned to their appropriate place in the kitchen and pantry.
- ____ 2. ~~No items are left to drain in the sink area.~~
- ____ 3. All counters, tables and chair surfaces are to be cleared and cleaned. Tables and chairs are to be placed in their original positions.
- ____ 4. Items are properly stored in the pantry and cabinets.
- ____ 5. All food placed in the refrigerator and freezer will be removed unless it is labeled with a name and date if intended for a future event.
- ____ 6. The refrigerators and ice machine are wiped clean.
- ____ 7. The dishwasher has been wiped and screen cleaned as described in the directions for use. (Only trained people can use the dishwasher.)
- ____ 8. ~~Appropriate garbage and trash disposal (refer to Guidelines) has been~~ followed.
- ____ 9. The towels and * _____ linens will be laundered and returned to the church within 48 hours. *Note number
- ____ 10. After use, arrange the hall adjoining the kitchen as it was found. A diagram can be found in the Kitchen.
- ____ 11. Coffee maker, tea maker, and warmer plates are cut OFF. The pots are washed and on the maker.
- ____ 12. Remove all decorations, sweep the floors, turn off lights, lock the doors and flush the toilets.

Thank you for being a good steward of Rural Retreat United Methodist Church Facilities. Please sign below.

(Signature)

(Date)

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Rural Retreat United Methodist Church

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Plan for clean-up: _____

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Charges: _____ Amount received: _____

From (User/Organization): _____

Address: _____ Phone: _____

(Signature of Responsible Party) Date: _____

RRUMC Designee: _____ Date: _____

Trustee Chair _____ Date: _____

Pastor _____ Date: _____

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