

**LIMA UNITED METHODIST  
CHURCH  
FACILITIES USAGE POLICY and  
GUIDELINES**

**Lima United Methodist Church**  
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# LIMA UNITED METHODIST CHURCH FACILITIES USAGE POLICY and GUIDELINES

## INTRODUCTION

The members of the Lima United Methodist Church feel it is their responsibility to open the doors of the church through church-sponsored programs. Our discipline states this clearly: *“The function of the local church is to minister to the needs of persons in the community where the church is located.”* Our church programs and our people are the top priority when it comes to the use of our church facility. However, Lima still wishes to expand its outreach into the community by offering the use of its facilities.

District, conference, and various Lima UMC education classes and committee meetings are provided priority use of the church’s facilities at no charge and are exempt from this policy.

Building use activities fall under the jurisdiction of the Board of Trustees which manages the use of building facilities. No commitment for building use is finalized until the **Facilities Usage Agreement** has been completed and executed by the Board of Trustees or its designee.

Lima Church has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Availability for ongoing usage is limited, but can be considered. Our first priority is for the program and membership needs of Lima Church. Lesser use priorities are for nonprofit groups that are supported by the church, then (2) other nonprofit organizations and finally (3) other for-profit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Lima Church. No activities or advocacy may take place within our buildings or grounds that conflicts with the policies and the practices of Lima Church and The United Methodist Church.

Included in this guide are the following:

1. Steps to Facility Usage Scheduling
2. Fees for Facility Usage
3. Special Requirements for Events
4. Long Term Facility Usage
5. Non-violent physical exercise classes
6. Overnight Events
7. Cancellation Policy
8. Rules and Regulations of the LUMC Board of Trustees
9. **Facilities Usage Agreement** Form
10. **Release and Indemnity Agreement** Form

## STEPS TO FACILITY USAGE SCHEDULING

1. Please contact the Church Office to confirm that the date and time for the requested Facilities Usage is available. (Availability of the date and time does not reserve that date and time until the Trustees approve the Facilities Usage Agreement. Do not expect the Church Office to determine the applicable fee. The applicable fee will be determined by the Trustees upon their approval of the Facilities Usage Agreement as outlined below.)
2. Fill out a **Facilities Usage Agreement**. One is included in this guide or you may obtain one from the church office or at our website: [www.Lima-umc.org](http://www.Lima-umc.org).
3. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
4. Return the completed *Facilities Usage Agreement* to the Church Office at least 3 weeks in advance of the event. The Board of Trustees will then evaluate your request and you will be notified if it is approved or not approved. After approval, **applicable fees are due at the Church Office at least 1 week prior to the event.**

**Note: To reserve a date and time for more than 3 weeks in advance, a \$15 “Reserve the Date Fee” is due upon the Facilities Usage Agreement approval. This fee will be applied towards the applicable facilities usage fee. This fee is non-refundable except as noted in the Cancellation Policy below. Members and affiliates of Lima UMC are not charged a “Reserve the Date Fee.”**

## FEES FOR FACILITY USAGE\*

Please note the fee schedule below (Please see separate policy and fee schedule for Weddings). Members and affiliates of Lima UMC are not charged a fee for use of the church's facilities but instead are asked to make a donation to the church.

Type A	Non-profit educational and other activities that are considered an extension of our ministry as evidenced either by our financial support or annual application through our Church Council.
Type B	Civic and service activities, including musical groups, service clubs, fraternal organizations, etc.
Type C	For-profit organizations, Receptions, and other one-time Special Events

ROOM	Type A	Type B	Type C
Sanctuary (maximum of 275 people)	\$200	\$250	\$300
Fellowship Hall (maximum of 200 people)	\$150	\$200	\$250
Fellowship Hall and Kitchen	\$200	\$250	\$300
Wesley Hall (maximum of 50 people)	\$40	\$60	\$80
Conference Room (maximum of 25 people)	\$20	\$30	\$40
Resource Center/Lounge (maximum of 25 people)	\$20	\$30	\$40
Two Class Rooms (maximum of 25 people) – each	\$20	\$30	\$40
Basement Youth Room (maximum of 25 people)	\$20	\$30	\$40

- Pricing is subject to change. The church office, Pastor's office, and staff offices are not available for rentals.

Fees are based on one segment of time: Morning (08:30 a. m. to 12 Noon), Afternoon (01:00 p.m. to 04:00 p.m.), Evening (06:00 p.m. to 09:00 p.m.)

	0-50 People	51-100 People	100+ People
Janitorial/Set Up Fee for Fellowship Hall*	\$25	\$50	\$75

\* A Janitorial/Set Up fee is charged at the discretion of the Board of Trustees taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, fees may be in excess of those guideline amounts.

## SPECIAL REQUIREMENTS FOR "EVENTS"

"Events" are defined as those Facilities Usage activities where more than 100 people are in attendance or are anticipated to be in attendance.

At the time of the approval of the Facilities Usage Agreement by the LUMC Board of Trustees, a pre-event meeting will be scheduled between the Trustees or their representative and the person/s responsible for the event. (It is recommended that the signer of the Facilities Usage Agreement attend this meeting.) The purpose of the meeting is to discuss, coordinate and finalize arrangements for room set up, parking plan, crowd control and overall event safety.

When planning the event please include the following considerations:

- **To comply with fire code occupancy requirements, no more than xxx tickets should be printed and sold. This maximum number may be reduced by LUMC depending on the event room set-up arrangement.** The final maximum number will be reviewed at the pre-event meeting.
- **Maximum occupancy of the Sanctuary is 275. Maximum occupancy of the Fellowship Hall is 200. These maximum numbers may be reduced by LUMC depending on the event room set-up arrangement.**
- **If more than 250 people are expected, 3 LUMC supplied parking lot attendants are required at a fee of \$60.**
- To comply with fire code occupancy requirements, if the event is to be either a "admission collected at the door" or "no admission fee", LUMC will control the maximum number of event attendees, based on fire code occupancy requirements and the event room set up arrangement.

## Special Fee Schedule for Events

"Events" are defined as those Facilities Usage activities where more than 100 people are in attendance or are anticipated to be in attendance.

There are 2 types of events: (1) those activities that require the use of the Sanctuary and Fellowship Hall and (2) those activities that only require the use of Fellowship Hall.

	Type A	Type B	Type C
Sanctuary and Fellowship Hall*	\$550	\$650	\$750
Fellowship Hall Only**	\$250	\$300	\$350

\* Includes one pre-event 3 hour Sanctuary practice session, Sanctuary and Fellowship Hall set-up, and

the use of up to 2 meeting rooms during the event.

\*\* Includes Fellowship Hall set-up.

## **LONG TERM FACILITY USAGE**

"Long Term Facility Usage" is defined as a Facilities Usage Agreement where four (4) or more usages are scheduled for the same activity, the same facility, with a committed schedule under the same Agreement terms. **Facility Usage Fees will be discounted twenty five percent (25%) for Long Term Facility Usage Facilities Usage Agreements.** Long Term Facility Usage Agreements may extend for a term of one (1) year.

(Janitorial/Set Up Fees are not discounted for Long Term Facility Usage Facilities Usage Agreements.)

## **NON-VIOLENT PHYSICAL EXERCISE CLASSES**

The fee for the use of Fellowship Hall for each non-violent physical exercise class will be fifty dollars (\$50) per use, plus any applicable impact fee. There is no discount for long-term facility usage for exercise classes.

## **OVERNIGHT EVENTS**

Facilities Usage Agreements that propose to include overnight scheduling will be considered and approved by the Trustees on a case-by-case basis. Fees for each overnight agreement will be based on the fee schedules above, but will be adjusted based on the types of activities involved and facilities that will be used.

## **CANCELLATION POLICY**

In the case of the cancellation of a scheduled facility usage, the responsible party should notify the church office in writing or via email as soon as possible. Refund of the Facility Usage Fee amount will depend on the following:

- **With two (2) weeks or more notice of cancellation - refund of the full fee minus the non-refundable Reserve the Date fee.**
- **With less than (2) weeks, but more than one (1) week notice of cancellation - refund of 75% of the full fee minus the non-refundable Reserve the Date fee.**
- **With less than one (1) week notice of cancellation - refund of 50% of the full fee minus the non-refundable Reserve the Date fee.**
- **A cancellation caused by severe weather as noted by the Severe Weather Center - refund of the full fee.**
- **A cancellation determined by Lima United Methodist Church - refund of the full fee.**

**For security purposes a valid credit card number from the Responsible party must be included with the Facilities Usage Agreement.**

# **RULES AND REGULATIONS OF THE BOARD OF TRUSTEES**

## **BREAKAGE**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the LUMC Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

## **ROOM SETUPS**

All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by the Board of Trustees and are considered in the calculation of Impact Fees noted above.

## **ORGAN AND PIANO USE**

Permission to use the organ, or piano must be granted by the LUMC Director of Music. If the user wishes to have instruments tuned, a craftsman approved by the LUMC Director of Music or Organist will tune them at the user's expense. Pianos cannot be moved except by permission from the Director of Music or the Board of Trustees.

## **SANCTUARY FURNITURE**

Sanctuary furniture cannot be moved except by permission of the Board of Trustees (this also applies to the chancel furniture.)

## **SANCTUARY SOUND AND/OR VIDEO SYSTEM**

The Sanctuary sound reinforcement or video projection systems may be made available upon request. The systems may only be operated by the LUMC sanctuary systems technicians (at a cost of \$75 per event) or by technicians pre-approved by the Board of Trustees. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

## **SMOKING POLICY**

All members of all groups using our facilities shall abide at all times by a "no smoking" rule on church property unless specific exceptions are authorized by the Trustees. Violation of this rule is sufficient grounds for a church staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

## **ALCOHOL POLICY**

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

## **NO GAMES OF CHANCE**

Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

## **SUPERVISION OF CHILDREN AND YOUTH**

This church has adopted the policy of **Safe Sanctuaries** for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- These adults must have a state mandated background check to be provided to the church in advance of the facilities use.
- At least one of the adults present must be currently certified in First Aid and CPR. The adults involved with the children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the pastor or Board of Trustees.

## **NURSERY USE**

**The nursery facility may be made available by arrangement at least 2 weeks prior to the event by contacting the LUMC Nursery Committee through the church office.** Our LUMC Safe Sanctuary policy requires that two LUMC approved nursery care providers must be present to operate the nursery. At least one of these must be a Lima Church qualified caregiver. Both must be adults over the age of 18. **Without prior arrangements having been made as outlined above, the Nursery will remain closed and unused during the Facilities Usage Agreement period.**

## **FOOD AND DRINK**

No food or drink is allowed in the Sanctuary except for plain water. All other food and drink requires approval in advance as noted in the Facilities Usage Agreement. Caterers shall abide by all rules and regulations and, when requested, shall be required to provide proof of adequate insurance coverage in advance of the event.

## **DECORATIONS**

All decorations require prior approval of the Board of Trustees or their designee. Decorations may only be attached to wooden trim, and wooden doors with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

## **STARTING AND ENDING TIMES**

Monday through Friday from 8:30 AM. through 9:30 PM.

Weekends from 9:00 AM. through 6:00 PM.

The building must be completely cleared not later than 10:00 PM on weekdays or 6:30 PM on weekends to allow the building to be closed promptly. Exceptions to these times must be approved in advance by the Board of Trustees and will be subject to a custodial surcharge.

## **RECYCLING**

Recycling is a policy of our church. As a part of that policy, no Styrofoam cups, bowls, plates or other

Styrofoam articles are to be used by anyone at the church. Receptacles for recycling glass, tin, aluminum and paper will be available. Every organization is responsible for complying with this policy.

### **STORAGE**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

### **BICYCLES AND SKATEBOARDS**

No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.

### **PARKING**

Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. All vehicles must be parked according to the lined parking spaces. Parking is available on a first-come, first-served basis and excludes certain spots that may be specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

### **EVENT PARKING**

A special plan for parking during events will be reviewed at the Event Planning Meeting. (see above, "Special Requirements for Events")

### **SECURITY**

Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

### **FINAL DECISIONS**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Board of Trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the Board of Trustees' directions or forfeit immediately the use of any part of the facility.

Arrangements for access into the church facility will be made upon approval of the Facilities Usage Agreement. If required, one electronic access key will be loaned to the responsible party during the scheduled facility usage. The key should be returned to the church office upon completion of the facility usage. **There is a \$20 deposit required for use of the electronic key that will be refunded upon return of the key.**

### **EMERGENCY SCHEDULING CONFLICTS**

**LUMC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible. In this case, a full refund will be made to the renting organization.**



**Lima United Methodist Church**

209 North Middletown Road

Media, Pennsylvania 19063

Tel: (610) 566-7109

Email: Admin@Lima-UNMC.org

Members and affiliates of Lima UMC are not charged a fee for use of the church's facilities but instead are encouraged to make a donation to the church. However, in order to schedule and reserve the use of the church's facilities, members and close friends are asked to complete this form.

**FACILITIES USAGE AGREEMENT**

*PLEASE COMPLETE ENTIRE FORM*

Name of Organization \_\_\_\_\_

Responsible Person \_\_\_\_\_

Non-Profit?  Yes  No Federal ID No. \_\_\_\_\_

Address \_\_\_\_\_

Organization Day Phone: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Organization's Purpose/Mission \_\_\_\_\_

Event Name and Description \_\_\_\_\_

Date of Request \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

*(Dates may not be scheduled more than nine months in advance, except with specific permission.)*

Will the event be recurring? :

- One time only
- Monthly
- Weekly
- Multiple days

Which day of the week? : *(circle one)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

- Sanctuary (maximum of 275 people)
- Fellowship Hall (maximum of 200 people)
- Kitchen *(available only by special arrangement with the Board of Trustees)*
- Wesley Hall (maximum of 50 people)
- Conference Room (maximum of 25 people)
- Resource Center/Lounge (maximum of 25 people)

\_\_\_\_\_ Basement Youth Room (maximum of 25 people)

\_\_\_\_\_ Classroom A (maximum of 25 people)

\_\_\_\_\_ Classroom B (maximum of 25 people)

\_\_\_\_\_ Nursery (*available only by special arrangement*)

Anticipated Number of attendees: \_\_\_\_\_

Will an admission fee be charged? \_\_\_ Yes \_\_\_ No

Will tickets be sold? \_\_\_ Yes \_\_\_ No

Will food or drink be consumed? \_\_\_ Yes \_\_\_ No

**I/we have read and understand the "WUMC Building Use Policy" and the "Rules and Regulations of the Board of Trustees".** (*please initial here*) \_\_\_\_\_

Special Needs or Requests \_\_\_\_\_  
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Set Up Instructions \_\_\_\_\_  
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# Release and Indemnity Agreement

This **Release and Indemnity Agreement** is between the above-named organization ("Organization") and Lima United Methodist Church of Lima, Pennsylvania ("church").

## RECITALS

The church is the owner of the real property and improvements located at 209 North Middletown Road, Lima, Pennsylvania ("Property").

The Organization desires to use the Property described above for meetings and/or other activities.

## AGREEMENT

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization's use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization's use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization's general liability policy.

# ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church Property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

VISA/MasterCard Number (REQUIRED) \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Date \_\_\_\_\_

Billing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
BOARD OF TRUSTEES SIGNATURE:	
_____	Request Approved:
_____	Request Denied:
_____	
Agreed Upon Fees: \$ _____	Room
_____	Janitorial/Set up Fee
_____	Electronic Key Deposit
_____	Reserve the Date Fee
_____	Audio/Visual (separate check, please)
_____	Total (minus applicable discount @ __%)