

Providence United Methodist Church  
Board of Trustees

*Facilities Use Policy*

Introduction

This policy and the attached rules, application form and fee schedule shall govern the temporary and occasional use of Church facilities both by groups and work areas within the Church and outside organizations. The policy does not address facilities use for worship services (although temporary, auxiliary uses during worship services are covered), Sunday School classroom assignments, YMCA-scheduled activities, Boy Scouts, regular youth fellowship meetings, Lifespan, Room in the Inn or other regular or permanent facilities use assignments. The general intention of this policy and the Board is to afford priority in facilities use to religious services of the Church and to schedule other uses subject to that priority.

Eligible Users; Approval Authority

The Board anticipates requests under this policy by groups or ministries directly connected with the Church, outside non-profit organizations and for-profit businesses. All use requests by Church groups or ministries shall be acted upon by Staff. Staff shall also act upon requests by non-profit organizations, except for any use involving fund-raising or paid admission the proceeds of which will not be received by the Church or ministries it sponsors. In such cases, Board approval of the request is required. Board action also is required for any request to use Church facilities by a for-profit organization. The Board will approve facilities use requests by non-profit organizations for revenue-generating events and by for-profit organizations only in exceptional circumstances and only if the use requested is deemed consistent with the Vision Statement of the Church. Any facilities use requests not expressly envisioned by this policy may nevertheless be permitted upon case-by-case determination by the Board.

Application and Procedure

All facilities use requests governed by this policy shall be submitted to the Church Secretary on the application form made part of the attached rules. Church Staff shall act upon requests not requiring approval of the Board. For requests requiring Board approval, Staff shall forward the application to the Chairman for action by the Board at its next regularly scheduled meeting. Upon the approval of any facilities use request, the relevant activity shall be noted upon the Church's calendar of activities.

Hostess Committee

All outside groups using Church facilities pursuant to an approved request shall coordinate with a member of the Hostess Committee assigned for such purpose.

## Area-Specific Guidelines

### Atrium:

The Atrium is a beautiful and inviting setting to congregate prior to entering and after leaving Sunday School and/or the Worship Service, as intended by the Building Committee and Architect. Uses of the Atrium detrimental to or in conflict with this purpose are regulated or discouraged as set forth herein.

Upon the recommendation of the Worship and Music Committee, for the purpose of preserving and enhancing the atmosphere and fellowship of corporate worship, sales of fund-raising merchandise, solicitation of contributions and other promotion activities (hereinafter collectively "promotion activities") on Sundays by Church groups and work areas are permitted in the Atrium by prior Staff approval only. Church groups desiring to conduct promotion activities in the Atrium on Sundays shall make application as provided above, noting their needs for tables or other equipment to be set up by custodial staff. Tables and booths should be located toward the rear of the Atrium, behind the Atrium elevator. To the extent demand for space on any Sunday is greater than can be reasonably accommodated, the Staff may limit the number of booths allowed, giving priority by order of application. The Board expects that promotion activities may be specially limited by the Staff during the high holy seasons of Lent/Easter and Advent/Christmas, although the Staff shall retain broad discretion in acting upon such requests.

Use of the Atrium for receptions, dinners or other gatherings involving food and drink is discouraged. Such uses should be instead conducted in other areas of our facility designed for that purpose, including Charter Hall and Charter Hall Annex. The same guidance applies with respect to use of the Church Parlor. Cleaning and other costs incurred for such events held in the Atrium or Parlor must be borne by the user.

### Charter Hall:

During the term of the Church's "Partnership for Recreation Outreach" contract with the Harris YMCA, much of the use of Charter Hall will be scheduled by the YMCA activities coordinator. Generally, occasional requests for use of Charter Hall will give way to the regularly scheduled YMCA activities. Charter Hall must be available for Providence on Wednesdays much of the year, from 6:00 to 9:00 PM, with occasional need for early set up.

Unsupervised use of Charter Hall for playing basketball or other sports is not allowed. Basketball goals are to be placed in their storage or horizontal position during Sunday School hours, to avoid disturbing classes.

It is understood that the recreational use of Charter Hall was a prime objective, however special Church religious functions must take priority.

### Kitchen Facilities:

It is imperative that the kitchen be kept in a clean and sanitary condition at all times and be stocked appropriately for use by the various Church groups. To achieve this goal, the Church has enlisted the services of a "Kitchen Manager". This "Kitchen Manager" shall be responsible for coordinating any outside catering events, checking up behind any group's use of the kitchen

and may be available to cater events. There shall be a charge associated with the use of the kitchen by an outside catering group. This charge shall include the services of the "Kitchen Manager" to coordinate with the outside catering group and to inspect the condition of the Kitchen and its equipment after the event. Any group desiring to use the kitchen shall be required to schedule the use and coordinate through the "Kitchen Manager".

#### Church Parlor

The Church Parlor is intended to serve as a more formal setting for meetings of small (preferably fifteen persons or less) groups, and has been furnished by the United Methodist Women with this use in mind. Therefore, no meeting of more than fifteen persons shall be allowed in the Church Parlor. Furthermore, meetings including small children, and the serving of food and drink, are generally not to be allowed.

#### Rules, Application and Fee Schedule

The attached rules, application form and fee schedule are hereby adopted.

RULES AND POLICIES FOR TEMPORARY AND OCCASIONAL USE OF  
PROVIDENCE UNITED METHODIST CHURCH FACILITIES

The following rules and policies have been prepared to govern the temporary and occasional use of the facilities of Providence United Methodist Church. These rules and policies apply to all such use, whether by Church groups or by outside groups.

1. Any organization or group of individuals desiring to use any facilities of Providence United Methodist Church must submit to the Church Secretary a written application for such use on the attached form signed by a Church member. Requests shall be submitted at least three (3) weeks prior to proposed date of use and no more than six (6) months prior to proposed date of use, except for weddings, which may be scheduled not more than twelve (12) months in advance.
  - a. **Facilities shall not be scheduled for special use during regularly scheduled worship services.**
  - b. **Any scheduled use is subject to cancellation or re-scheduling when an unforeseen conflict arises due to an event such as a funeral or special Church service.**
  - c. **The Harris YMCA, through its "Partnership for Recreation Outreach" Program, has responsibility for the scheduling of recreational activities in Charter Hall, under an agreement with the Church. That agreement requires the Harris YMCA to monitor the Church calendar to coordinate with Church activities, which are to be given first priority.**
2. The facilities may be used only to the extent and in the manner stated in the application, and any conditions stated upon the approval of the application will be part of these Rules and Policies.
3. Use of Church facilities by outside groups shall generally be limited to non-profit organizations for events not involving fundraising or revenue generation.
4. No food or beverages may be served unless the application clearly indicates such intent. Food and beverages shall be served only in those areas approved on the application. No alcoholic beverages are permitted.
  - a. **Use of the Atrium for the serving of food or refreshments is discouraged. Any such use shall require payment of actual set up and cleaning or damage costs in addition to the fees specified on the schedule.**
5. Common areas, such as the Atrium, cannot be dedicated to the exclusive use of any applicant during regular operating hours of the Church buildings.

6. Use of Church facilities by an outside group shall require coordination with a member of the Church Staff or Hostess Committee. Upon approval of Staff or the Hostess Committee, the sponsoring Church member can fill this role.
7. Any use of kitchen facilities shall require coordination with the Kitchen Manager, and the user shall be responsible for thorough cleaning, restocking and repairing or replacing any damaged or lost equipment.
7. The Church Parlor is intended to serve as a more formal setting for meetings of small (preferably fifteen persons or less) groups, and has been furnished by the United Methodist Women with this use in mind. Therefore, meetings of more than fifteen persons or including small children, and the serving of food and drink, are generally not to be allowed.
8. Fees shall be paid in accordance with the attached schedule, except for functions of the Church or a constituent group or ministry, in which cases no fees shall be charged.
9. The kitchen and Charter Hall shall always be locked unless in use for a properly scheduled and reserved function.
10. Scheduling will include a time in and a time out. If another group is waiting, facilities will be relinquished immediately upon termination of the reserved time.
11. Unless otherwise provided for, the person reserving the building shall be responsible for turning off lights and locking up.
12. All equipment shall be replaced in its proper place.
13. Any damage or adverse conditions should be reported to the Church office immediately. This includes any misuse of any of the Church elevators.
14. Any spills on the floor are to be wiped up immediately and then reported to the Church office when the event is concluded.
15. Smoking is prohibited in any building. No use of drugs or alcohol is permitted in any building and/or on the grounds.
16. Groups who are spending the night shall not be permitted in any of the Educational Hallways unless pre-approved by the Hostess Committee representative or Staff member.
17. All groups must provide a ratio of 1 adult to every 5 youth. Adults must be 21 years of age or older and considered mature and responsible.
18. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval.
19. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion with specific approval.
20. Any damage incurred to this building during its use will be the responsibility of the using group or organization and they shall make appropriate restitution for such damages.

**APPLICATION FOR USE OF FACILITIES**

**PROVIDENCE UNITED METHODIST CHURCH**

Complete and return to:  
Providence United Methodist Church  
2810 Providence Road  
Charlotte, North Carolina, 28211  
Phone (704)-366-2823; Fax (704)-365-6800

ORGANIZATION/EVENT: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #s: AM: \_\_\_\_\_ PM: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IS USE TO BE BY A NON-PROFIT ORGANIZATION? YES NO

MEMBER OF PROVIDENCE UNITED METHODIST CHURCH? YES NO

Facilities requested: Charter Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Atrium \_\_\_\_\_ Parlor \_\_\_\_\_  
Classroom(s) # \_\_\_\_\_ Conference Room \_\_\_\_\_ Other \_\_\_\_\_

Description of proposed use: \_\_\_\_\_

Food or drink to be served? YES NO Description \_\_\_\_\_

Special needs: \_\_\_\_\_

Approx. number of persons attending: Adults \_\_\_\_\_ Minors \_\_\_\_\_

Day(s)/Date(s) of use \_\_\_\_\_

Time of use: Reserve time: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Event time: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Time in use after 9:00 PM, holidays, or weekends \_\_\_\_\_ hours

The undersigned individual sponsor warrants that he/she is authorized to act on behalf of the above named organization/group/individuals and, on its/their behalf, agrees that such person or group will comply with the RULES AND POLICIES FOR USE OF PROVIDENCE UNITED METHODIST CHURCH FACILITIES, will pay fees pursuant to the applicable fee schedule, will indemnify the Church against any liability arising out of the use of its facilities under this application, and will reimburse the Church for any damage to its property caused by such. In the event of unusual wear and tear or actual damage, the user and/or sponsor will pay for any expenses Providence United Methodist Church incurs in correcting same.

\_\_\_\_\_  
(Date of Application) (Signature of Sponsor)  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Charges: Facilities\$ \_\_\_\_\_  
Conditions of Approval: \_\_\_\_\_ Misc. \$ \_\_\_\_\_  
\_\_\_\_\_ Total: \$ \_\_\_\_\_

**Fee of \$\_\_\_\_\_ is due two weeks in advance of your event. Make check payable to Providence United Methodist Church. Refer to the attached fee schedule.**

**PROVIDENCE UNITED METHODIST CHURCH FACILITIES RENTAL SCHEDULE**

ROOM RENTALS

1. CHARTER HALL	Any use	\$ 300	5. CLASSROOM	Half Day	\$ 60
				Full Day	120
2. CHARTER HALL ANNEX	Any use	45	6. PARLOR	Up to 2 hours	25
3. KITCHEN	Half Day	75		Half Day (Up to 4 hours)	40
	Full Day	140		Full Day	60
4. ATRIUM	Half Day	100			
	Full Day	150			

SET UP FEES	1-100 people	30
	101 – 200 people	40
	200+ people	50

ADDITIONAL CHARGES

1. CHAIRS AND SET UP	50 or less	15
	51 – 100	25
	101 – 200	50
	201 – 300	65
	301 – 400	75
	401 – 500	85
3. TABLES	EACH	2.50
5. VCR/TV	EACH	10
10. KITCHEN FACILITIES AND EQUIPMENT – Any use of the kitchen must be clear with the Kitchen Manager. Deposits and rental of equipment will be determined by the Kitchen Manager.		25

**ALL RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Effective \_\_\_\_\_