



## Hill's Chapel United Methodist Church Policies and Guidelines for Church Buildings and Facilities

*Hill's Chapel United Methodist Church is committed to offer our buildings and facilities as part of our missions and ministries to all. They are a source of enjoyment and pride to us. We earnestly pray that all who use our buildings and facilities at Hill's Chapel belong to the Lord. Our desire is that they be used only in ways that would bring honor and glory to Him.*

### **Building/Facility Use Policy**

In an effort to exercise good stewardship, the following policies are set forth for all who use the Hill's Chapel Campus.

1. To prevent conflicts, all scheduling of events will be done through the church office. For non-member functions, an *Application for Use of Facility* form must be completed and approved by the Trustee Committee.
2. Those people who use these facilities will accept responsibility for property damage or personal injury which may result from using the facilities, waiving any and all responsibility on the part of Hill's Chapel United Methodist Church.
3. Hill's Chapel United Methodist Church will be reimbursed at current cost for any property damage which may be incurred from using the facilities by the applicant.
4. There will be no alcoholic beverages, no illegal drugs, no smoking or use of tobacco inside the buildings, no abusive music, no gambling, or weapons are allowed on the campus.
5. No decorations may be used in the ceiling of any building that is attached by nails, staples, tape or any other means which could cause damage.
6. Nothing is to be removed from any of the premises.
  - a. The only exception is that a church member may borrow tables only from the Family Life Center basement after contacting the church secretary. They must be returned the next day in clean condition.
7. On Sundays from 8:30 am – 2:00 pm, the Hill's Chapel Campus will be used for Worship and Church functions only. After 2:00 pm, the outdoor facilities only are available for use by others, unless approved by the Trustee Committee.
8. Non-members must furnish their own table linens for their event.

9. The use of any building or campus space may need to be rescheduled in the event of a priority church function. Example - funeral
10. Pets are not allowed anywhere on the church campus. This includes inside all buildings and anywhere on the outside grounds. The only exception is when there is a need for a service animal.
11. Christian conduct should be practiced at all times. Profanity or unsportsmanlike conduct will not be tolerated. If anyone is asked to leave the premises for misconduct, the applicant or leader will be asked to provide an explanation. If misconduct is persistent, a conference with the Pastor and/or Trustees may be necessary for continued use of the facility.

## Guidelines

### CHURCH SPONSORED FUNCTIONS

A church sponsored function is any worship, educational or missional program (Examples: Hilltoppers, UMW, UM Friends, UMY, Church School, Children's Ministries, and Sports Ministries).

There will be no fees charged for Church sponsored functions.

A leader or a designated member of the church sponsored function is also requested to ensure the space they used is left in clean condition.

### CHURCH MEMBER FUNCTIONS

When not being used for a church sponsored function, our facilities may be made available to any member of the church for family activities. No fees will be charged for church members; however, donations for utilities are encouraged and appreciated.

1. All uses of a building/facility MUST be scheduled with the church secretary, where it will be entered on the church calendar at least two (2) weeks in advance of the event. If an extra day is needed for preparation, this day must also be entered on the church calendar. An exact time of use and type of event the facility will be used for must be given. (Example: 9am – 2pm on Friday, July 8<sup>th</sup> for a family birthday party).
2. The church member reserving the facility may check out a key from the church secretary during office hours (Monday through Thursday from 8:30 am – 1:30 pm) no more than 48 hours in advance of using the building. The key must be returned to the church secretary by the following business day. You must notify the church secretary by email at [hillschapel@hcumc.com](mailto:hillschapel@hcumc.com) or call 704-827-9511 as soon as possible if you are unable to return the key by the following business day.
3. The church member making the reservation will be held responsible for making sure that the facility is returned to the order of the Facility Checklist. The church member must be present at all times the building is occupied for the scheduled event.

4. If any church member uses any facility for a profit-making endeavor, the following fees will apply per event:

Family Life Center	\$100
Family Life Center Kitchen Only	\$ 50
Nelson Center	\$ 50

5. Audio/Video System – Arrangements for use of the sound/video system must be made with a member of the Sound System Team.
6. Arrangements and fees for all music must be made with the Director of Music.
7. No church member is allowed to reserve any building or facility for a non-member.

## **NON-MEMBER FUNCTIONS**

When not being used for a church sponsored function or a church member function, the facilities may be made available to other persons or organizations for approved uses according to these Agreements:

1. An "Application for Use of Facility" must be completed and submitted to the church secretary four weeks prior to the event. A completed application does not guarantee a reservation will be approved. Applications are available from the Church Office and will be submitted to the Trustee Committee for approval.
2. The Church secretary will notify the applicant after approval. The event will be entered on the church calendar when the refundable deposit is received. The full deposit will be refunded provided the facility has been returned as stated in the Facility Checklist.
3. Payment for fees due should be made to Hill's Chapel United Methodist Church and should be submitted to the Church Office two weeks in advance of the event.
4. The applicant will be responsible for room set-up for their event and will be responsible for making sure that the building is returned to the order on the Facility Checklist.
5. Audio/Video System – Arrangements for use of the sound/video system must be made with a member of the Sound System Team.
6. A key may be checked out from the church secretary during office hours (Monday through Thursday from 8:30 am – 1:30 pm) no more than 48 hours in advance of using the building. The key must be returned to the church secretary by the following business day. Not returning the key in a timely manner may forfeit other requests for use of the building(s).
7. No use of church supplies (i.e. paper products, coffee, tea, refrigerated items or table linens) is permitted.
8. As deemed appropriate by the Trustee Committee, some community groups and some nonprofit groups will be able to use the facilities at no charge.
9. There will be no fee charged to use the facilities for any funeral. A donation for utilities will be appreciated.

## **FACILITY CHECKLIST**

PLEASE ENSURE THE FOLLOWING IS COMPLETED BEFORE LEAVING THE BUILDING

### **Family Life Center**

1. All tables are wiped clean.
2. Carpet should be vacuumed and all spills wiped from carpet.
3. Chairs should be stacked six (6) high and a maximum of six (6) inches away from the wall. Leave 1 ½ feet for access to fire extinguishers.
4. Tables should be folded and put on proper dollies.
5. Bathrooms must be checked to ensure:
  - Toilets are flushed and that water is not continuously running in toilet.
  - Faucets are turned off.
  - No paper towels are left in the floor.
6. All lights are turned off. (The emergency lights burn continuously.)
7. Door from the Family Life Center to the basement is closed and locked.
8. All trash and garbage must be removed and placed in the outside receptacle.
9. All outside doors are locked.

### **Family Life Center Kitchen**

1. Counter tops and stove are clean.
2. All cook and serve wear is washed and returned to location where found.
3. Dish Sanitizer is drained, screen cleaned and turned off. (No detergent or cleaning solution is to be used in the sanitizer).
4. Floor is swept and mopped, if needed.
5. All oven and stove burners are turned off.
6. Any appliances used are to be left clean.
7. Coffee and Tea Maker are cleaned and turned off.
8. All garbage is removed and placed in the outside receptacle.
9. The outside door is locked.

### **Family Life Center Basement**

1. Floor is swept, if needed.
2. Bathrooms must be checked to ensure:
  - Toilets are flushed and that water is not continuously running in toilet.
  - Faucets are turned off.
  - No paper towels are left in the floor.
3. The outside doors are locked.

When leaving the building, set alarm to AWAY. Lock door. DO NOT RE-ENTER after alarm has been set.

Damages or items needing repair should be reported to the church office.

## **FACILITY CHECKLIST**

PLEASE ENSURE THE FOLLOWING IS COMPLETED BEFORE LEAVING THE BUILDING

### **Nelson Center**

1. Floor is swept, if needed.
2. Chairs are put back under tables.
3. Trash is picked up and garbage placed in the outside receptacle.
4. Lights are turned off.
5. Ensure outside doors are locked.
6. Bathrooms must be checked to ensure:
  - a. Toilets are flushed and that water is not continuously running in toilet.
  - b. Faucets are turned off.
  - c. No paper towels are left in the floor.

### **Nelson Center Kitchen**

1. Floor is swept and mopped, if needed.
2. Tables are clean.
3. Countertops are left clean.
4. Stoves are left clean and turned off.
5. Garbage is removed and placed in the outside receptacle.
6. Lights are turned off.
7. Ensure outside door is locked.

When leaving the building, set alarm to AWAY. Lock door. DO NOT RE-ENTER after alarm has been set.

Damages or items needing repair should be reported to the church office.

**HILL'S CHAPEL UNITED METHODIST CHURCH**  
**APPLICATION FOR USE OF FACILITY/FACILITIES**

Date of Application: \_\_\_\_\_

Organization Requesting Facility \_\_\_\_\_

Person Requesting Facility \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (Home)  
\_\_\_\_\_ (Cell)  
\_\_\_\_\_ (Business)

Facility Requested:

- Family Life Center
- Family Life Center and Kitchen
- Audio/Video System Usage
- Nelson Center

Date(s) Facility Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

What Event Will Facility Be Used For: \_\_\_\_\_

Number of Attendees Anticipated: \_\_\_\_\_

A key may be checked out from the church secretary during office hours (Monday through Thursday from 8:30 am – 1:30 pm) no more than 48 hours in advance of using the building. The key must be returned to the church secretary by the following business day. Not returning the key in a timely manner may forfeit other requests for use of the building(s).

I, the undersigned, release the church, its members, and employees from any and all claims, demands, actions, losses, or expenses of any kind arising from use by this group. I also will be responsible for insuring that all attendees conduct themselves in compliance with the Policies and Agreements governing the use of the facility.

By signing below, I acknowledge that the above Policy and Agreements have been read and fully understood, and I agree with its content.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ / \_\_\_\_\_  
Signature Print Signature Date

A copy of the Policies and Agreements are attached to this application.

***(This application is not a guarantee of reservation).***

September 4, 2018

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Approved by Trustees and Council – October, 2018

Presented to Charge Conference – October, 2018

**NON-MEMBER  
FEE SCHEDULE**

**FAMILY LIFE CENTER**

**DAILY**

Family Life Center and Kitchen Meal Preparation	\$400 Plus \$150 Refundable Deposit
Family Life Center Only	\$300 Plus \$150 Refundable Deposit

The deposit will be returned if the building is left in clean condition as directed on the Facility Checklist, and the key is returned to the Church Office.

<b>Fire Marshall Occupancy Restrictions:</b>	<b>Fire Marshall Occupancy Restrictions for Basement</b>
Tables and Chairs      220	No more than 61 people
Chairs Only              300	
Standing (no furniture) 450	

**Tables/Chairs Available in the Family Life Center:**

- 20 – 6' tables
- 9 – 60" Round tables
- 2 – 8' serving tables
- 250 chairs

**NELSON CENTER**

**Daily**

Nelson Center and Kitchen	\$100 Plus \$50 Refundable Deposit
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The deposit will be returned if the building is left in clean condition as directed on the Facility Checklist, and the key is returned to the Church Office.

<b>Fire Marshall Occupancy Restrictions:</b>	
Tables and Chairs      95	
Chairs Only              175	
Standing (no furniture) 200	

**Tables/Chairs Available in the Nelson Center:**

- 15 – 6' tables
- 1 – 8' serving table
- 1 – 6' serving table
- 70 chairs (20 additional chairs are available if needed)