

Thrasher Memorial United Methodist Church
707 E. Washington Avenue
Vinton, VA 24179
(540) 344-4708
Fax: (540) 345-2859

BUILDING USE POLICY

(Revised 9/09/10)

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I. INTRODUCTION

The following policy has been approved by the Church Council of Thrasher United Methodist Church and is the official policy for the use of its facilities.

II. GENERAL

The Church exists for the purpose of worship, education, and missions, and ministers to its members, constituents and the people of the community and the world. Church property and facilities are intended to be used primarily for the functions of Thrasher Memorial United Methodist Church, the Roanoke District, and the Virginia Annual Conference of the United Methodist Church.

The use of the facilities by other religious, charitable, cultural, educational or character-building organizations and individuals is permitted provided such use does not interfere with normal church functions. It is intended that any use of these facilities will be in keeping with the United Methodist traditions of reverence to God and with respect of one's neighbor.

Outside groups wishing to use the Church facilities may request permission through the Church Administrator. At such time, an "Application for Building Use" will be provided.

III. POWER TO REFUSE AND/OR CANCEL ACTIVITIES

The Pastoral Staff is authorized to refuse any request or cancel any activity if the activity does not conform to the use, intent, or restrictions outlined in this policy.

IV. BUILDING USE

General Rules

1. Use of tobacco, alcoholic beverages, or illegal drugs is prohibited in Church facilities.
2. All groups must remove any non-church equipment used on the property at the end of the meeting at which it is used. (Except by prior arrangement with the Church)
3. The Church may not be used for storage by outside groups.
4. No Church equipment, including that of the kitchen, shall be taken from the the Church, except for use at Church functions. Church furniture or property may not be moved or altered except by prior consent of Pastoral Staff, and must be returned to its original position, or deposit is forfeited.

5. All lights must be turned off and doors secured after activities.
6. All trash must be picked up and the building left neat and clean at the conclusion of activities. Failure to do so will result in forfeiture of deposit.
7. Games of chance and/or lottery are not permitted on Church property.
8. The use of tape or any type of adhesive for hanging of items to walls is not permitted.

The Use of Specific Rooms

Sanctuary

1. The primary purpose of the Sanctuary is for worship. Any other activity conducted there must be approved by the Pastor.
2. The use of the Church sound system must be pre-approved and a trained Church representative must be present to operate the system.
3. Because of the complex heating/cooling system, no one is permitted to change the controls.
4. No food or beverages are allowed in the Sanctuary.

Fellowship Hall

1. Youth and/or children's groups using the Fellowship Hall must be supervised by an adult. This adult is responsible for any breakage or damage to Church property and is required to notify the Church so that arrangements can be made for repair or replacement of such property. Any accidents or injuries must be reported immediately.
2. Tables, chairs, or other furniture set up for a program must be put away at the conclusion of the program, and the Fellowship Hall must be returned to its original arrangement. Failure to do so will result in forfeiture of deposit.
3. Chairs and tables may not be moved from other parts of the building.
4. Groups requesting the Fellowship Hall must confine their activities to that part of the Church only.
5. Activities must be limited to those stated on the "Application for Building Use."
6. Cleanup will be the sole responsibility of the user and will include all areas used by the group including restrooms, grounds and parking lot. Failure to clean up properly will result in forfeiture of deposit.
7. All lights must be turned off, heat/AC switch set to "unoccupied," and doors secured after activities.

Kitchen

1. Groups must provide their own supplies.
2. Kitchen must be left clean with all trash removed—dumpster is available—back parking lot.
3. Follow Kitchen Procedure List posted in kitchens.

Classrooms

1. Groups must leave the room set up as they found it. Room tables and chairs may not be moved from one room to another, or from other areas of the building, without prior permission. Such permission should be requested on the "Application for Building Use."

2. No items may be taped to walls. Request may be made for easels on the “Application for Building Use.”
3. Heating and air conditioning should be turned off after use.
4. Trash bags should be removed and placed in dumpster behind Fellowship Hall.
5. All lights must be turned off in both rooms and restrooms after activities.
6. All group activities are limited to the room the group requested. Group members are not granted automatic access to other parts of the building, since other groups may be meeting and rooms may be set up for other activities.

Use of Furnishings or Equipment

Pianos

Pianos may be used (with care) in rooms in which they are found. Pianos are not to be moved room to room. If a room with a piano is needed, make that request on the “Application for Building Use.”

Church Organ

The Church organ is not available for use except by the Church Organist or other authorized church personnel, unless specific arrangements have been made with the Church Organist or Music Director.

Audio Visual Equipment

Equipment is available upon request. Please indicate such request on the “Application for Building Use.” The equipment will be placed in the requested room. Equipment must not be moved from any room.

Wedding Fees For Use of Facilities

Pastor’s Honorarium	
Organist	\$150.00
Wedding Coordinator	\$200.00
Sound Technician	\$100.00
Janitorial Services	
Sanctuary	\$100.00
Sanctuary and Balcony	\$100.00
Chapel	\$100.00
New Fellowship Hall	\$100.00
Old Fellowship Hall	\$100.00
Sacred Grounds Coffee House	\$100.00

**Fee Schedule for Building Use
Outside Groups and Persons**

Classroom	\$ 25.00 per day
Parlor	\$ 25.00 per day
Sacred Grounds Coffee House	\$100.00 per day
Kitchen (Either)	\$100.00 per day
Limited Use (no cooking/ light refreshments only)	\$ 50.00 per day
Fellowship Halls	
Old Fellowship Hall	\$100.00 per day
New Fellowship Hall	\$200.00 per day
Scout Building	\$ 50.00 per day
Picnic Shelter	\$ 25.00 per day
Sanctuary	\$350.00 per day
Chapel	\$250.00 per day

Notes:

Cost per day/per room is for partial or full day usage.

Groups which use the Church weekly, or regularly, must continue to adhere to the Building Use Policy. Individual members of these groups, or the groups themselves, who wish to use the building for purposes other than the regularly scheduled meeting (such as for birthday parties, etc.) must contact the Church for a "Building Use Application."

All activities on Church property must be pre-approved by Church officials. All approved functions will have a "Building Use Application" on file, signed by a representative of the group, and by appropriate Church officials, and be accompanied by a deposit which will be refunded upon proper clean-up and key return. If your activity or function has not gone through these steps, then your event is unauthorized by Thrasher Church. Please help us to continue to be a welcoming church by understanding and adhering to these policies.

Key Deposit

Church Groups

No fees will be charged for the use of the building by church members, recognized organizations of Thrasher Memorial United Methodist Church, United Methodist Church groups, or other religious or charitable organizations as determined by the Pastoral Staff, except for a refundable key deposit of \$25.00 for member groups.

Outside Groups or Persons

Please refer to the Fee Sheet attached for the cost of the area(s) requested.

A deposit of \$50.00 will be required for outside groups or persons before receiving a key. This deposit is fully refundable if the terms of this policy are fully adhered to by the group. If so, the deposit will be reimbursed upon the return of the key. Keys may be picked up or returned Monday through Thursday between 8:30 am and 4:00 pm. Keys may not be picked up or returned on Fridays.

Separate key deposit arrangements will be made for long-term groups meeting weekly at Thrasher United Memorial Methodist Church.

APPLICATION FOR BUILDING USE

(Form must be FULLY filled out)

Thrasher Memorial United Methodist Church
707 E. Washington Avenue
Vinton, VA 24179
(540) 344-4708
Fax: (540) 345-2859

Today's Date: _____

Group Name: _____

Contact Person: _____

Address: _____

Phone: _____ (Cell) _____

Group Size: _____ Age Group: _____

Group Purpose And Activities:

Date(s) For Requested Use: _____

Hours: (From) _____ (To) _____

Equipment Requested: _____

Requested Use Of The Following Area(s):

_____ Classroom(s) *

_____ New Fellowship Hall

_____ Parlor

_____ New Fellowship Hall Kitchen

_____ Sanctuary

_____ Old Fellowship Hall

_____ Chapel

_____ Old Fellowship Hall Kitchen

_____ Scout Building

_____ Sacred Ground Coffee House

_____ Picnic Shelter

*Please specify here if you are requesting a particular classroom:

Waiver Of Liability

Thrasher Memorial United Methodist Church assumes no responsibility or liability for any damage or injuries that occur while using the Church's facilities or on the Church's grounds. Any group or individual using Church property shall indemnify and hold harmless Thrasher Memorial United Methodist Church from any claim, suit, demand, or action arising out of said group's or individual's use of the Church property or presence thereon. Any group or individual using Church property assumes the risk of damage or injury thereof and hereby releases Thrasher Memorial United Methodist Church, its trustees, employees, and agents from any and all liability related to the use of the property.

I, _____, representing the above stated group or individual, have received a copy of Thrasher Memorial United Methodist Church's Building Use Policy. I have read it carefully and agree to abide by the policies and guidelines of Thrasher Memorial United Methodist Church. I understand that our group deposit will be forfeited if our group does not adhere to the policies stated in this document, and/or the key is not returned in the week immediately following our scheduled event.

Signed: _____ Dated: _____

Office Use Only:

Key Issued: _____ (Date) _____ Staff Person's Initials

Key received by: _____ (Date) _____

Deposit Amount Received: \$ _____ (Date) _____

Staff Person's Initials for Receipt of Deposit: _____

Key Returned by: _____ (Date) _____

Deposit Amount Returned: \$ _____ (Date) _____

Staff Person's Initials for Return of Deposit and Key: _____

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