

**GUIDELINES AND FEES FOR USE OF SANDY MOUNT UNITED METHODIST  
CHURCH  
BUILDING AND GROUNDS**

1. The primary purpose of our church is to worship God through both regularly scheduled and special services, Sunday school, Bible study and other study opportunities, and Christian fellowship. ALL REQUESTS FOR FACILITIES USE MUST BE SUBMITTED TO THE CHURCH OFFICE. When your use of the facilities conflicts with church activities, church use will take precedence, and it will be necessary for you to cancel or reschedule your particular activity. Whenever general worship services or activities are held, such as Shrove Tuesday, Ash Wednesday, Maundy Thursday, Good Friday Prayer Vigil, Thanksgiving Eve, Christmas Eve, funerals and weddings, **no other activities** may be scheduled. We welcome your attendance at any worship service.
2. Sandy Mount UMC's building and grounds are available for use by all individuals and groups provided the facilities are available and **only when such use is consistent with the Social Principles of The United Methodist Church and ecumenical objectives.**
3. All meetings and activities must be approved by the Trustees and/or Scheduling Committee. All outside individuals or groups using the building must abide by the rules, regulations, and fees that have been set by the Trustees and Council.
4. All members, church groups, and approved non-church groups (i.e. scout units) do not need approval for additional meetings or use of the building, other than notifying the church office and making sure there is no conflict with a church activity or other group. The only reason in these cases for denial of use of the building will be scheduling conflicts. If such a conflict exists, the Scheduling Committee will work with the individual or group to find the next best available date and time.
5. The church group using the facility must make arrangements for set-up and take-down. The Facilities Support Team should also be informed of any special equipment needed. In the event that the function will be held on the weekend, when the custodian isn't scheduled to work, the set-up and take-down will be handled by the users.
  - A. It is the responsibility of the person who signs this form for the meeting/group/activity to assure that all windows and doors are closed and locked, to turn off all lights, to leave the heat or a/c at the approved levels for the building when not in use, to leave the used areas of the building as they were found.
  - B. The area(s) used will be swept, attendees will not park vehicles in the circle or driveways, and **all trash will be placed in the dumpster.**
  - C. The doors and windows will be locked and secured prior to vacating the building.
6. All groups must obey all the rules pertaining to the United Methodist Church and Sandy Mount UMC. All activities must be kept in the designated areas and be properly supervised. All individuals and groups will abide by the following conditions:
  - A. You release the church from any and all liability for death, injury, loss of your

personal property, and any other actionable legal issue that results from your activity on church property. Business venues must supply a Certificate of Insurance to prove liability coverage. All Organizations and non-church members must provide a Certificate of Insurance (Organizations) or copy of their Liability/Homeowners' dec page (Individuals) confirming their General Liability limits.

- B. You will replace or repair anything damaged by you, your group, or your failure to secure the building. This includes the cost of any phone calls during the time of your using the building.
  - C. You will only use those parts of the building for which you have received permission to occupy. Please make certain that all children/youth are supervised at all times and not in other parts of the building.
  - D. The following things are prohibited: All forms of gambling (including bingo and other games of chance), illegal drugs, alcoholic beverages, firearms, smoking, use of rice, confetti, popcorn, or other materials which scatter on the premises, marking walls, taping things on the walls, loud music that disturbs the peace, fireworks, violent behavior, and any other behavior contrary to the morals and social principles of the United Methodist Church.
  - E. All groups involving children and youth must abide by our Safe Sanctuary and sexual abuse policy or demonstrate that your organization has an equal or more stringent policy to protect children and youth in effect.
  - F. The Leader of your group must be responsible for keys. If your group is issued keys, the keys must be returned when your group ceases to use the building.
7. **Deposits for one time use:** a \$100 deposit is required for all non-church sponsored activities. **The deposit will be returned to you once a Trustee has determined you have left the building in proper condition.**
8. **Fees:** \$300.00 for the first four (4) hours plus a \$50.00 custodial fee and \$50.00 for each additional hour for the Main Fellowship Hall. There will be a \$25.00 fee if the facility is not returned to the previous condition. **The kitchen may be used for storage and dispensing food or refreshments – NO COOKING WILL BE ALLOWED ON PREMISES!**  
(For weddings, see wedding policy fee schedule.)

*The Main Fellowship Hall can accommodate 120 people for a banquet and 260 people for a meeting.*

Signature page follows

**I UNDERSTAND AND AGREE TO ABIDE BY THESE RULES AND FEES**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information: (Please Print)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

For the following activity: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_

Permission granted by Trustees: \_\_\_\_\_ Fee paid \_\_\_\_\_ on \_\_\_\_\_

Deposit Received \_\_\_\_\_ Deposit Returned \_\_\_\_\_