



**Severna Park United Methodist Church**  
**Building Usage Policy**  
**September 2014**

**Severna Park United Methodist Church**

**731 Benfield Road**

**Severna Park, MD 21146**

**410-987-4700**

**[www.severnaparkumc.org](http://www.severnaparkumc.org)**

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## Introduction

The mission of the Severna Park United Methodist Church is to *Come to Faith, Grow in Faith, and Go Out in Faith*. Our church facilities are available to promote SPUMC sponsored ministries as well as outreach into the community as approved by the Church Facilities Manager and Board of Trustees.

Our church facilities are primarily intended for use by members of the church. Examples include worship services, education, fellowship, and administrative functions sponsored by the church. However, we also welcome facility usage by approved outside organizations to support our outreach efforts into our community.

The Board of Trustees is responsible for developing and maintaining the Building Usage Policy. Our Facilities Manager and church staff are responsible for administering these policies to meet the safety, facility, financial, and human resource needs of the church. A copy of the Board of Trustees Points of Contact list is included in Appendix A.

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 our facilities must not advertise the event in such a way as to imply endorsement by Severna Park United Methodist Church. No activities or advocacy may take place within our buildings or grounds that conflict with the policies and the practices of Severna Park United Methodist Church and The United Methodist Church.

## **Board of Trustees Policy - Use of Church-Owned Property**

In keeping with our Severna Park United Methodist Church mission statement, *Come to Faith, Grow in Faith, Go Out in Faith*, the Board of Trustees herewith establishes this governing policy for the use of our church facilities and property. *Our goal is to make the facility available to individuals and organizations, consistent with The Book of Discipline, for activities/events that promote well-being in the community.*

The use of the facility will be on a non-discriminatory basis with regard to national origin, age, disability, gender, race, religion, or color. In order to avoid conflicts in scheduling, all requests for use of the facility or property shall be coordinated with the Facilities Manager.

***Occupancy Limits*** – Occupancy limits shall be strictly adhered to for any event within the church facility.

***Performances, Exhibits, and Displays*** – The nature and content of any performance, exhibit, or display must be explicitly approved in advance by the Pastors or their designees.

***Loaning church property*** – Temporary loans to church members of church owned equipment or furnishings, such as recorders, projectors, screens, chairs, tables, etc., is permitted providing that the use to be made of such items is related to SPUMC sponsored programs or activity and permission is obtained in advance from the Facilities Manager.

## Eligibility/Prioritization

The Board of Trustees has established the following eligibility and prioritization guidelines for SPUMC facility usage by organizations. Official church sponsored activities have priority over use by approved outside organizations;

- Outside organizations must perform a religious, educational, recreational, charitable, or civic activity;
- Funeral requests require short notice and pastors will accommodate requests whenever possible.
- Activities Inconsistent with the use of the Church:
  - Alcoholic Beverages – Alcoholic beverages, regardless of the level of alcohol content, shall not be brought onto church property or within the premises at any time by any person.
  - Smoking - For reasons of safety, health, comfort, and property protection, smoking is not permitted on church property except for designated areas and personal vehicles.
  - Political Activities - No property, facilities, or equipment belonging to the church shall be used by any person or organization for partisan political activities. Solicitation for distribution of politically related handbills or advertisements on church grounds is not permitted.

Gambling - No church property, facilities, or equipment shall be used for gambling activities in which money is wagered in a game of chance officially.

Officially sponsored church activities and requests by church members receive top priority for using our facilities. Requests for building usage by other groups are prioritized into three categories (Type A requests have the highest priority):

- Type A – Non-profit organizations that are considered an extension of our ministries as evidenced by our financial support or approval through the Board of Trustees;
- Type B – Religious events such as weddings, receptions, and funerals by non-church members;
- Type C – Civic and service activities including musical groups, school events, service clubs, for-profit organizations, and fraternal organizations;

Examples:

- Wedding of a church member would be the highest priority and the fee schedule does not apply (donation to the church is encouraged)
- Alcoholics Anonymous is a Type A request – fee schedule

- Wedding of non-church member is a Type B request – fee schedule
- Musical performance at the church that is not an official church sponsored event is a Type C request – fee schedule

### **Scheduling Procedures**

1. Complete both the Room Use Rules and Room Use Request forms which are available through the church office or our website: [www.severnaparkumc.org](http://www.severnaparkumc.org) under the About Us/Church Facility Use tab.
2. Return the completed forms to the Facilities Manager at least three weeks in advance of the event – Dave McKinney ([dmckinney@severnaparkumc.org](mailto:dmckinney@severnaparkumc.org)) or 410- 987-4700.
3. The Church Facilities Manager will evaluate the request using the Church Usage Policy and provide a response via EMAIL or telephone nominally within 2 weeks of receiving the request.
4. After approval, fees are due to the church office at least one week prior to the event date.

### **Fees**

Fees will be charged in accordance with the most recent Fee Schedule approved by the Board of Trustees at the time the request is made and approval given for use. A copy of the 2014 Fee Schedule is included in Appendix A.

### **Rules & Regulations**

#### **BANNERS**

The display of a banner on the front lawn announcing a coming SPUMC event must be scheduled in advance through the Church Office. Banners are to be provided by the group or organization sponsoring the event, and must be approved by the Facilities Manager and Pastoral Staff in advance. Duration of the banner display must be noted in the request.

#### **KITCHEN USE**

The use of all SPUMC kitchens must be requested in advance and scheduled as stated above. Adjacent rooms, including Fellowship Hall, must be scheduled separately. Users of the kitchen are responsible for providing their own food, supplies, and thorough clean up. A clean up fee is charged for groups not able to do their own clean up, and needs to be scheduled in advance. The cost for cleaning is noted in the Fee Schedule.

## **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 SPUMC 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 Facilities Manager in advance. If the group cannot perform the setup and/or return the room to the standard room set up, then the set up and tear down can be done for an additional fee on a case by case basis.

## **ORGAN AND PIANO USE**

Permission to use the organ or piano must be granted by the SPUMC Director of Music. If the user wishes to have instruments tuned, a craftsman approved by the SPUMC Director of Music or Organist will tune them at the user's expense. The Sanctuary piano may not be moved except by permission from the Director of Music and/or the Facilities Manager.

## **SANCTUARY FURNITURE**

Sanctuary furniture cannot be moved except by the Facilities Manager (this also applies to the chancel furniture).

## **SMOKING POLICY**

All members of all groups using our facilities shall abide at all times by the church's stated no smoking policy. 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 will receive a copy of the Child Abuse Prevention Policy and Procedures and agree to abide by the spirit of this policy to keep all children safe while using the building and/or grounds of Severna Park United Methodist Church.

## **DECORATIONS**

All decorations require prior approval of the Facilities Manager 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**

### **SPUMC Sponsored Events**

- Monday through Friday from 8:30 AM through 9:30 PM.
- Weekends from 9:00 AM through 9:30 PM.

### **Non-SPUMC Sponsored Events**

- 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 no later than 30 minutes after the stated closing times to allow the building to be closed promptly. Exceptions to these times must be approved in advance by the Facilities Manager and will be subject to a custodial surcharge.

## **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 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. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

## **SECURITY**

Our church works to maintain a safe and secure environment within the facility while maintaining an open and welcoming posture to church members and visitors. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. Each group is responsible for positively identifying all persons in attendance at their function in an effort to maintain personnel security within the facility. The church is not responsible for theft or damage to personal property.

Access to the church will be granted by the Facilities Manager to the leader of the requesting group for the dates and times specified. The Facilities Manager will coordinate any required keys or access codes to the group leader as necessary.

The church locks all exterior doors daily and performs a security check of the facility on a daily basis. The building must be completely cleared no later than 30 minutes after the stated closing times to allow the building to be closed promptly. In the event that a security breach happens within the facility, the Facilities Manager and Chair of Trustees should be notified.

A comprehensive review of the list of current access holders to the church building will be performed annually during the July Trustees meeting. Individuals that still have a need will maintain their access while those that no longer have a need will be removed and access denied until a need is re-established.

All exterior door locks will be changed as circumstance dictates.

The church building primary doors (See Figure 1) will remain unlocked during normal business hours.

- Monday through Friday from 8:00 AM through 4:00 PM.
- Saturdays only as requested.
- Sundays from 7:00 AM through 1:00 PM.

After hours, individuals requiring access to the building will need to use their secure means of access and ensure the door locks behind them.

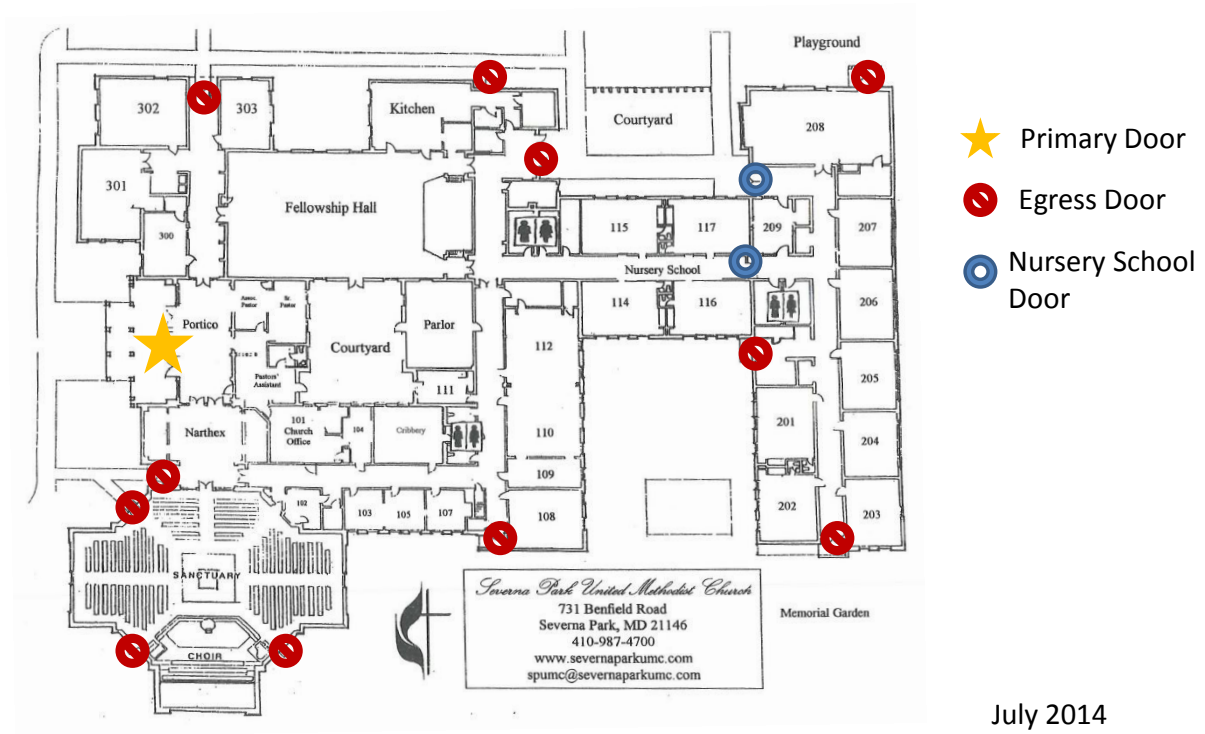
SPUMC hosts a Nursery School in the 200 Wing of the building. The Nursery School updated its physical security infrastructure to meet changing Maryland State Department of Education and Safe Sanctuaries Program requirements in Spring 2014. Access to the Nursery School is on an as-needed basis only.

The Nursery School Doors will remain locked during school hours. The interior door will be open during weekend church functions and the exterior door will be available on Sunday mornings. After 3pm Monday-Friday the Nursery School Doors are available for use by groups using the church.

**Figure 1: Door Schedule (Typical Monday-Friday)**



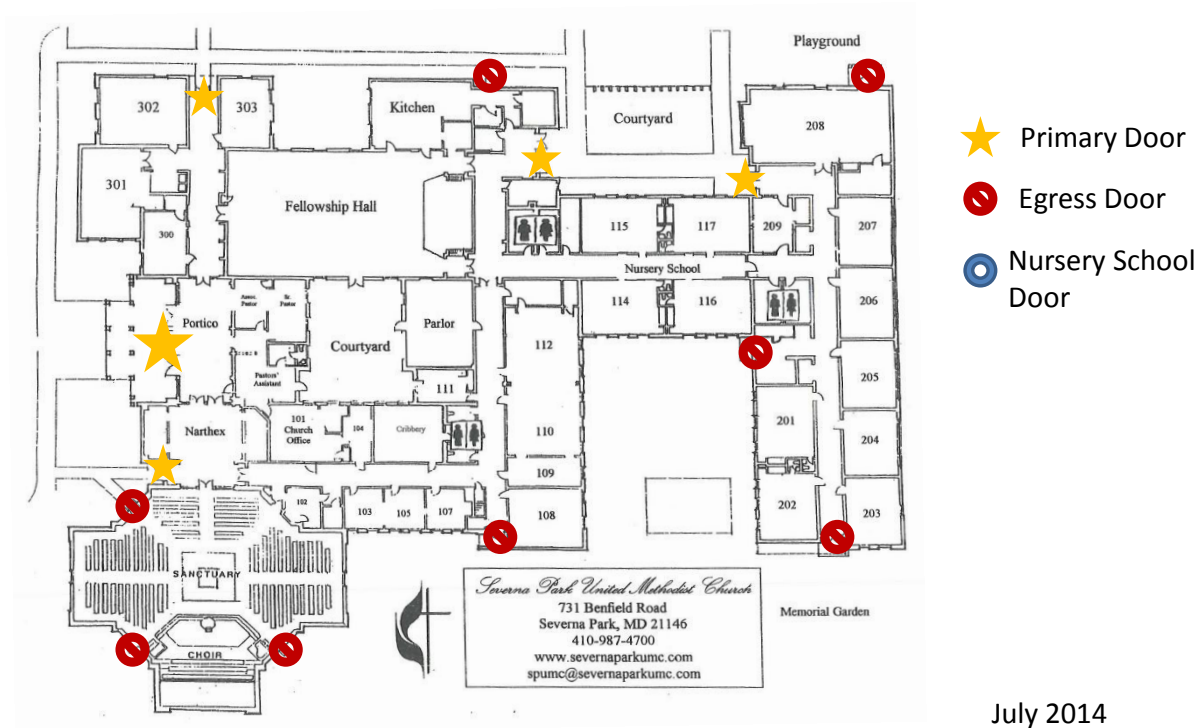
## SPUMC Door Schedule



**Figure 2: Door Schedule (Typical Sunday)**



## SPUMC Door Schedule



### 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 Room Use Agreement.

# Appendix A: Fee Schedule

## ROOM USAGE FEE SCHEDULE

### SEVERNA PARK UNITED METHODIST CHURCH

<u>Organization</u>	<u>Fellowship Hall</u>	<u>Room 208</u>	<u>Parlor</u>	<u>Other room</u>
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Type A:	\$125	\$35	\$50	\$25
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Non-profit organizations considered part of SPUMC ministries as evidenced by financial support or approval thru Board of Trustees

Type B:	\$175	\$50	\$75	\$35
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Religious events by non-church members such as weddings, receptions and funerals

Type C:	\$200	\$75	\$100	\$50
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Activities including musical groups, school events, service clubs, for-profit organizations and fraternal organizations

Cleaning Fee: \$80

Any set-up, tear down or cleaning above and beyond normal activities will be assessed an impact fee to offset labor costs.

## Appendix B: Room Usage Rules

- 1) Access: arrangements to get into the Church building and into your assigned room(s) must be made one week in advance with the Facilities Manager. Keys must be turned in immediately after room usage ceases. \_\_\_\_\_
- 2) Your group must use the room(s) assigned to you at your appointed time. Do Not switch rooms or furniture. If you need to make a room change, the group leader must get approval from the Facilities Manager well in advance.
- 3) You will be required to do your own clean-up of room(s)/area(s) used. Clean up includes emptying trash, making sure the floor is swept clean (and mopped if needed) and that room is set up for Sunday School, if appropriate. If you wish, custodial services can be provided and a custodial charge will apply based on extent. Please ask Facilities Manager for details pertaining to your usage.
- 4) If you are using the Fellowship Hall and Kitchen: a) they must be swept/dry mopped; b) all spills must be wet mopped with warm water; c) brooms, mops and mop buckets are in the maintenance closet behind Fellowship Hall (ask Facilities Manager); d) empty mop water and thoroughly wash out mop buckets and mops used; e) chairs must be put away neatly on racks; f) tables must be cleaned with soapy water; g) tables are stored on racks beneath the stage (only 7 tables per rack with the tables stacked face to face; h) five tables are to be left up in the Fellowship Hall; i) no solid objects are to be put down the drains (we do not have a garbage disposal); j) empty all drain screens; k) anything used must be washed, dried and put away where you found it; l) all garbage must be bagged, tied and put into the dumpster by the garage; m) replace all trash liners (located in the Main Kitchen on the wall next to the rear exit door); n) clean all sinks and flat surfaces used.
- 5) When your group has a change in leadership, please contact the Facilities Manager as soon as possible. SPUMC must have accurate and up to date information regarding your group. Ask the Facilities Manager for a new Room Usage Form when needed. \_\_\_\_\_
- 6) If you need to rearrange the tables and/or chairs in the room, you may do so, but you must return the room to its original furniture placement upon leaving. \_\_\_\_\_
- 7) Upon completion of your meeting you must ensure that all windows are closed and locked, all trash be placed in trashcan at upper end of parking lot, lights are turned off, close and lock door to your room(s) and then re-lock the exterior door(s) you unlocked for your meeting. \_\_\_\_\_
- 8) Be considerate of other groups and of vending machines in the building. If money is lost, leave a written message in the hall office mailbox (outside room 104) with your name, phone number, date and time and amount lost. \_\_\_\_\_
- 9) NO smoking in the Church building. If you must smoke, do so in your vehicle. Absolutely No Alcoholic Beverages are permitted in or on Church property. \_\_\_\_\_
- 10) Any damage to the Church facilities will be the responsibility of the group using those facilities.

11) Remember that this is a Church and encourage proper behavior and respect when using any part of the building. Disruptive behavior will not be tolerated and could result in revocation of your group's agreement to use these facilities. Please maintain an attitude of reverence while in the Sanctuary. \_\_\_\_\_

12) Food/drink is NOT allowed in the Parlor or Sanctuary. Water is allowed. \_\_\_\_\_

13) Children MUST be supervised at all times. \_\_\_\_\_

14) Use of skateboards, rollerblades, skates, scooters and bicycles in the Church building and on Church grounds is prohibited. \_\_\_\_\_

15) If you have members that bring children to your meetings and would like childcare, please let the Facilities Manager know. We will make every attempt to make a suitable room available for use during your meeting time for SUPERVISED childcare. It will be your group's responsibility to find a responsible adult to supervise the child. To ensure safety, the child must not be left unattended at any time. If for any reason we find that a child has been left unattended, we reserve the right to revoke your group's approval for meeting space. \_\_\_\_\_

# Appendix C: Room Use Request Form

## ROOM USE REQUEST FORMS

Severna Park United Methodist Church

Group Name: \_\_\_\_\_

Group Size: \_\_\_\_\_

Primary Group Leader/Facilitator: \_\_\_\_\_

Address, email & Phone #'s of Leader: \_\_\_\_\_

Secondary Group Leader/Facilitator: \_\_\_\_\_

Address, email & Phone #'s : \_\_\_\_\_

Date(s) and Timeframe Requested: \_\_\_\_\_

\_\_\_ Weekly \_\_\_ Bi-Weekly \_\_\_ Monthly \_\_\_ Bi-Monthly \_\_\_ Annually \_\_\_ Other

Description of Activity: \_\_\_\_\_

Room Setup is Your Responsibility. If you would like to have set up and take down for your event, please make your request known to the Facilities Manager at least one week in advance. A custodial fee will be charged based on extent.

This room request is not approved until you have received email confirmation from the Facilities Manager. If you have not received an email response, please contact the Facilities Manager at 410-987-4700 x110.

Arrangements to get into the church building and into your assigned room(s) must be made in advance of your event. Set up a mutually agreeable time with the Facilities Manager to get the key(s) you need and at that time you will be "walked through" the area layout, restroom locations, lighting, trash can locations, etc.

Signature and date: \_\_\_\_\_ Print name: \_\_\_\_\_

**INDEMNIFICATION AGREEMENT  
SEVERNA PARK UNITED METHODIST CHURCH (SPUMC)**

\_\_\_\_\_ agrees that he/she/they will and hereby does, indemnify and hold harmless Severna Park United Methodist Church, the Baltimore Washington Conference of the United Methodist Church, the United Methodist Church as a whole, and their occupants, other licensees, successors and assigns, their agents, servants, officers, employees, invitees, members, constituents and visitors from and against all claims, demands, costs, losses, damages, expenses, attorney's fees, and/or liabilities growing out of or in any way, directly or indirectly, arising from, caused or occasioned by his/her/their activities of any of its employees, agents, contractors and/or participants.

\_\_\_\_\_ further agrees that its activities will be at its sole risk and hereby waives any and all rights, claims and/or causes of action it may have against Severna Park United Methodist Church and/or the Baltimore Washington Conference of the United Methodist Church and/or the United Methodist Church as a whole in connection with his/her/its activities at Severna Park United Methodist Church.

\_\_\_\_\_ will provide, prior to arriving at Severna Park United Methodist Church, a certificate of insurance to the Facilities Manager naming Severna Park United Methodist Church and the Baltimore Washington Conference of the United Methodist Church and the United Methodist Church as a whole as additional insureds in the amount of \$1,000,000.00 for general liability and damage to property and/or persons including personal injury.

\_\_\_\_\_ agrees to maintain such insurance during the entire term of the associated Room Usage Request.

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

Printed Name: \_\_\_\_\_

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

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



**Severna Park United Methodist Church  
Acknowledgment of Child Abuse Prevention Policy and Procedures**

**Dated October 6, 2008/Revised May 4, 2009/Revised August 6, 2012**

Name of Group: \_\_\_\_\_

Group Leader Printed Name: \_\_\_\_\_

I acknowledge that Severna Park United Methodist Church has a policy in place for the prevention of child abuse. I further acknowledge that I have received the Policy and Procedure pamphlet listed above. We agree to abide by the spirit of the Policy and Procedure pamphlet to keep all children safe while we are using the building and/or grounds of Severna Park United Methodist Church. Please note that this acknowledgment is valid for the period of one year from date signed. If the group will meet at Severna Park United Methodist Church beyond that timeframe, a new Acknowledgment Form will have to be signed by the Group Leader.

Signature of Group Leader: \_\_\_\_\_

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