



Scottsville United Methodist Church
Facilities and Building Use Information Sheet, Guidelines
& Hold Harmless Agreement

1. Procedures for Scheduling Facilities

- a. Potential groups wishing to use church facilities should contact the pastor or administrative assistant through email or telephone the church office.
- b. Facilities Use Application, Information Sheet, Guidelines and Hold Harmless Agreement can be obtained through email or picking up at the church office.
- c. The completed forms will be reviewed by the pastor, administrative assistant, and trustee contact.
- d. Scheduled meetings/activities of SUMC will take precedence over all other requests apart from funeral services.
- e. Church staff or member of SUMC will be designated as the primary contact for the group using the facility.
- f. The application for facility usage is subject to short-notice cancellation in the event of a funeral.

2. User Responsibilities

- a. All activities will be restricted to the assigned areas and must be supervised, including interior and exterior - before, during, and after the activity. Adults shall supervise all children in accordance with the Safe Sanctuaries Policy of SUMC. (Policy attached)
- b. Furniture shall be restored to its original arrangement when the activity is complete.
- c. Materials required by any user in conducting their activity must be provided by the group/individual and removed from church property at the conclusion of the activity.
- d. Alcoholic beverages are not permitted on church grounds.
- e. Smoking is not permitted on church grounds.

3. Space Available for Use

- a. Groups fewer than 9 that do not require kitchen access will have access to the Small Meeting Room located on the first floor of the sanctuary building.
- b. Groups requiring kitchen access or more space (quilting club, Red Cross, etc.) will have access to the Fellowship Hall.

4. Kitchen Use

- a. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
 - i. Non-members are expected to provide their own table linens and kitchen towels, as well as all paper products (including plates and cups) and plastic utensils.

- ii. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event.
 - iii. Members only: Kitchen towels and table cloths are to be properly laundered, pressed, and returned within 7 days.
- b. Food preparation using kitchen equipment cannot begin prior to 24 hours before the function.
- c. Any item for a reception may be brought in the day before the function only.
- d. Leftover food shall be removed from the premises. When approved by church staff, any items being stored in the refrigerator or freezer shall be dated and labeled by the user.
- e. Upon completion of an activity, users will pick up all trash and litter from their use areas and carry it away or dispose of it in the trash cans outside of the fellowship hall.
- f. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & schedule)

5. Use of Equipment

- a. Any use of audio-visual equipment in the Sanctuary requires a member of the audio-visual team from SUMC. The audio-visual equipment will only be operated by a member of the audio-visual team. (See Fees & schedule)
- b. The audio-visual and/or DVD equipment in the Fellowship Hall may be used without a member of the audio-visual team. This includes the use of the DVD player and up to two microphones. If you need a computer, you must supply your own. Directions are provided on the equipment cart. Please return all sound settings, equipment, and cords where you found it.
- c. No furniture (tables, chairs, etc.) or equipment belonging to SUMC may be loaned or removed from the building except for official Church functions without prior notification of Church Officers. Return of the loaned items will be in the condition in which they left the church.
- d. Non-member groups using the facility may use tables, chairs and lecterns, as their set-up requires.

Failure to comply with these guidelines may result in the revocation of facility usage permission.

Fee Schedule

Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows for single-use events:

- A. \$200 for use of the Sanctuary
 - a. Audio-Visual Team fee is \$18/hour.
- B. \$150 for use of the Fellowship Hall and Kitchen
- C. \$100 for use of the Fellowship Hall only
- D. A refundable cleaning deposit of \$100 is expected at the time of the reservation. The balance due should be paid in full one (1) week prior to the event.

- a. If the area is inspected and determined to be clean as outlined above, the \$100 cleaning deposit will be returned. If not adequately cleaned, the fee will be retained to pay for cleaning costs.

There are no fees to defray cost of building maintenance and operation for non-profit groups who meet regularly at Scottsville UMC, but a donation to offset these costs is recommended.

For regularly occurring for-profit groups or activities held at Scottsville UMC, the fee to defray cost of building maintenance and operation will be negotiated between the user and the pastor or administrative assistant.

Hold Harmless Agreement

The User shall indemnify and hold harmless the church from any and all claims for injury to person(s) or property resulting from or based upon the actual or alleged use of Church facilities by the User, including claims caused by, or alleged to be caused by, the actual or alleged negligence of the Church; and User shall, at its own cost and expense, defend any and all suit which may be brought against the Church in any such action, provided, however, that the Church shall give written notice of any such claim demand or assessment. The term "Church" as used herein shall include the United Methodist Church in general, Scottsville United Methodist Church (158 E. Main St. Scottsville, VA 24590), and their officers, agents and employees; and the term "claim" shall include liability, loss, damage, expense, cause of action, suit, claim, or judgment.