

## Ridge United Methodist Church

### Facility Use Policies

The rooms of Ridge United Methodist Church can be used by current, active church members, **nonprofit and civic organizations, non-church individuals, and community groups**, dependent upon availability. Interested individuals, groups, or organizations, must consult with the Office Coordinator to schedule an event. In general, the facility is not available on Sunday.

Note: The Operations Team has determined that the kitchen and contents will NOT be rented by itself on a one-time or ongoing basis, to anyone, whether church member or an outside party.

This procedure consists of three sections, to cover the following policies:

- I – One-Time and occasional non-recurring events and activities;
- II – Recurring or on-going events and activities;
- III - Use of church equipment off-site by church members.

The rental fee schedule, effective January 1, 2017, is as follows:

#### **Section 1 – One-time, and occasional non-recurring events and activities.**

- **Ridge Church members will be charged a nominal fee of \$50 to use the facility and will be required to pay the Site Supervisor fee of \$15 per hour when using the fellowship hall.**
- Nonprofit organizations will not be charged a **rental fee** to use the facility.
- Nonprofits using the fellowship hall will be charged a **usage fee of \$75** per event, which covers the cost of paper products and energy used, **plus a Site Supervisor fee of \$15 per hour**. The Site Supervisor will be onsite for the entire event, and the fee will include set-up and tear-down time before and after the event. The Site Supervisor is also responsible for securing the facility (locking doors, turning off lights) after the event is over. **The Site Supervisor fee should be paid directly to the Site Supervisor.**
- Nonprofit organizations renting the fellowship hall for fundraising purposes will pay the same fee as for-profit community groups (see below).

- Non-Ridge church individuals and for-profit community groups will be charged a rental fee of **\$250** for use of the fellowship hall, or **\$25** for use of a classroom or the Parlor, as well as the **\$15 per hour** Site Supervisor fee (**if needed**). Use of the kitchen is included-in the rental fee of the Fellowship Hall.

Please note that the fellowship hall has a maximum capacity of **240** people, with seating (tables and chairs) for approximately **200**.

GENERAL RULES:

1. Rooms may be reserved no earlier than 60 days prior to the event date, with the exception of RUMC functions -now covered in Section II – On-going activities.
2. A group representative or assigned alternate must be present during the entire event or activity.
3. Each group must provide qualified adult supervision for all sporting events and/or physical activities, and must provide written proof of liability and medical insurance coverage for group members.
4. Each group must place garbage in trash containers. If a container is full, the group must remove the bag from the container and place in the outside dumpster.
5. Ridge Church recycles and will provide recycle bins that groups should use for bottles, cans, plastic cups and compostable utensils and plates.
6. Smoking is **NOT** allowed anywhere inside the building, or within 15 feet of a door. **If anyone is found smoking inside the building or within 15 of a door, the event will be ended immediately**
7. **Without exception, alcoholic beverages will not be present, served, or consumed on church property. If alcohol is found, the event will be ended immediately.**
8. Ridge UM church is affiliated with the larger United Methodist denomination which has a very strong stance against gambling of all kinds. Therefore, **no gambling can take place on church property.**
9. Any item stored in the church may become church property and may be disposed of, at the discretion of the Operations Team.
10. Groups must not allow wheeled sporting devices, including but not limited to, skateboards, rollerblades, etc.
11. Groups will not use tape or push pins to fix things to the walls, doors, and floors.
12. Use of kitchen equipment is included in the Fellowship Hall facility rental, however, this does not include use of church silverware, plates, cups, or any food items, without the prior approval of the Ridge Staff or the Operations Team.
13. If church members borrow items from the church, they must list the item, date borrowed, and date returned on the appropriate sheet on the west kitchen wall. See attached form #02-01, temporary use of church property.

14. No food should be left in the refrigerator or freezer unless it is accepted by a RUMC member who assumes responsibility for using or disposing of it. This information shall be listed on the form on the refrigerator door with the item marked to show the accepting person and date. Refrigerated items (not frozen) will be disposed of after 14 days from the date of the original event.

#### RENTER RULES:

1. A renter representative must sign the "Request for Facility Use" form, and, by signing the form, agrees to the terms and conditions of this Facility Use Policy, and must be present during the entire event. Renters should indicate the expected beginning and ending time of the event, including any setup time prior to the beginning of the event.
2. A group must not use unauthorized rooms. In the event unauthorized rooms are used, the event representative will be charged an additional fee of \$25 for each room, plus a Site Supervisor fee of \$15 for each room used, to cover the cost of cleanup, etc.
3. The group representative is personally responsible for actions of the group, and is responsible for reimbursing Ridge United Methodist Church for any damages to church property or equipment, by the group.
4. A group is not permitted to use other church equipment, materials, or supplies (e.g. flatware, dishes, AV equipment).
5. Each group must provide its own disposable and consumable products, (e.g. cups, napkins, tableware, coffee).
6. Each group will not leave food or material in the church or refrigerator without approval of a church member who will accept the responsibility for disposal of the items.
7. Ridge United Methodist Church is not responsible for theft or loss of renter's property.
8. Ridge United Methodist Church is not responsible for injuries to persons in the group or guests of the group.

#### Section II – Recurring or on-going events and activities.

- Decisions to rent a room on a recurring or on-going basis will require: 1) the joint approval of the Office Coordinator **and** the Facilities Manager, and followed by 2) the approval of the Operations Team.
- Requests for the above approval must be submitted on the appropriate form (see attached form #02-02) and will be submitted to the Operations Team at their next scheduled meeting (3<sup>rd</sup> Tuesday of each month).

- The form mentioned in the bullet point above will show a contract renewal date, which is not to exceed 12 months from the beginning date of the original contract, and on each 12-month anniversary date thereafter.
- **Ridge Church members will be charged a nominal fee of \$10, for each scheduled use of the facility, per each room used.**
- Nonprofit organizations will not be charged a **rental fee** to use the facility.
- Nonprofits— organizations using the fellowship hall will be charged a **usage fee of \$75** per event, which covers the cost of paper products and energy used, **plus a Site Supervisor fee of \$15 per hour**. The Site Supervisor will be onsite for the entire event, and the fee will include set-up and tear-down time before and after the event. The Site Supervisor is also responsible for securing the facility (locking doors, turning off lights) after the event is over. **The Site Supervisor fee should be paid directly to the Site Supervisor.**
- Nonprofit organizations renting the fellowship hall for fundraising purposes will pay the same fee as for-profit community groups (see below).
- Non-Ridge church individuals and for-profit community groups will be charged a rental fee of **\$250** for use of the fellowship hall, or **\$25** for use of a classroom, as well as the **\$15 per hour** Site Supervisor fee (**if needed**).

Please note that the fellowship hall has a maximum capacity of **240** people, with seating (tables and chairs) for approximately **200**.

#### GENERAL RULES:

1. Rooms may be reserved no earlier than 60 days prior to the event date, with the exception of RUMC functions. Now covered in Section II – On-going activities.
2. A group representative or assigned alternate must be present during the entire event or activity, each time the activity meets.
3. Each group must provide qualified adult supervision for all sporting events and/or physical activities, and must provide written proof of liability and medical insurance coverage for group members.
4. Each group must place garbage in trash containers. If a container is full, the group must remove the bag from the container and place in the outside dumpster.
5. Ridge Church recycles and will provide recycle bins that groups should use for bottles, cans, plastic cups and compostable utensils and plates.
6. Smoking is **NOT** allowed inside the building, or within 15 feet of a door. **If anyone is found smoking inside the building, or within 15 feet of a door, the event will be ended immediately.**

7. **Without exception, alcoholic beverages will not be present, served, or consumed on church property. If alcohol is found, the event will be ended immediately, and the Group will lose access to Ridge United Methodist Church facilities for future use.**
8. Ridge UM church is affiliated with the larger United Methodist denomination which has a very strong stance against gambling of all kinds. Therefore, **no gambling can take place on church property.**
9. Limited storage is permitted by a recurrent-use group **only with the concurrence of the administrative assistant, the Facility Manager, and the Operations Team, and will be signed off by the same group, with an approved list of stored items attached.**
10. Any item stored in the church, without prior approval, may become church property and may be disposed of, at the discretion of the Operations Team.
11. Groups must not allow wheeled sporting devices, including, but not limited to, skateboards, rollerblades, etc.).
12. Groups will not use tape or push pins to fix things to the walls, doors, and floors.
13. Use of kitchen equipment is included in the Fellowship Hall facility rental, however, this does not include use of church silverware, plates, cups, or any food items.
14. If church members borrow items from the church, they must list the item, date borrowed, and date returned on the appropriate sheet on the west kitchen wall.  
See attached form #02-03, temporary use of church property.
15. No food should be left in the refrigerator or freezer unless it is accepted by a RUMC member who assumes responsibility for using or disposing of it. This information shall be listed on the form on the refrigerator door with the item marked to show the accepting person and date. Refrigerated items (not frozen) will be disposed of after 14 days from the date of the original event.

RENTER RULES:

1. A renter representative must sign the "Request for Facility Use" form, and, by signing the form, agrees to the terms and conditions of this Facility Use Policy, and must be present during the entire event. Renters should indicate the expected beginning and ending time of the event, including any setup time prior to the beginning of the event.
2. A group must not use unauthorized rooms. In the event unauthorized rooms are used, the event representative will be charged an additional fee of \$25 for each room, plus a Site Supervisor fee of \$15 for each room used, to cover the cost of cleanup, etc.
3. A group representative is personally responsible for actions of the group, and is responsible for reimbursing Ridge United Methodist Church for any damages to church property or equipment, by the group.
4. A group is not permitted to use other church equipment, materials, or supplies (e.g. flatware, dishes, AV equipment).
5. A group must provide its own disposable and consumable products, (e.g. cups, napkins, tableware, coffee).

6. A group will not leave food or material in the church or refrigerator without approval of a church member who will accept the responsibility for disposal of the items.
7. Ridge United Methodist Church is not responsible for theft or loss of renter's property.
8. Ridge United Methodist Church is not responsible for injuries to persons in the group or guests of the group.

III – Use of church equipment off-site, by current, active, church members.

1. The only Ridge United Methodist Church property that will be routinely available to be 'borrowed', without prior approval, are the banquet tables and blue chairs. Round tables and the green chairs are not to leave the building.
2. Only Ridge United Methodist Church Members will be allowed to 'borrow' church equipment. The church member will sign a completed form #02-04, listing the items, and agree to reimburse Ridge for the value of replacing and/or repairing said property, on return to the church in a damaged or lost condition.
3. Items to be 'borrowed' will be listed on the appropriate form, and signed off by a staff member, or an Operations Team member.
4. Items that have been 'borrowed' must be returned within 14 days from the date they are removed from the church.
5. At the time of return of 'borrowed' items to the church, a Ridge staff member will be on hand to ensure all items are returned and accounted for, and are in as-lent condition. Any damage is to be noted on the original listing form and brought to the attention of the Facility Manager, who will notify the Facility Manager for further action.
6. Other items may be 'borrowed', however a request must be made directly to the Operations Team, stating the specific being requested, and how long they will be gone from the church.

Trustees Revised: July 24, 2017  
Second Revision: June 23, 2017  
Third Revision: September 6, 2017  
Final approval: September 19, 2017