

## Rehoboth United Methodist Church (RUMC) – Building Use Policy

Our church community has built this facility and furnishings for everyone's enjoyment. Since there will be many groups using this area, please abide by the following guidelines. Our major concern is cleanliness and safety.

All events/activities must be scheduled through the church office. Regularly scheduled church meetings and activities of the church will have first priority in the use of the facilities. Other church related meetings and functions have second priority. RUMC reserves the right to change and/or cancel any reservation, if necessary. The Pastor of RUMC has the final decision in prioritizing use of the church facilities and fee structures.

### General Usage Guidelines:

The guidelines are for Member and Non-Member facility usage.

- To request a reservation, fill out a **Facility Registration Application** at least 15 days prior to the event and return to the church office. No reservations will be taken without a fully completed application and receive approval prior to the event. Each requesting party will be provided a copy of this **Building Use Policy** and a separate **Kitchen Use Policy** (if applicable) and provide signature that they have received and agree to said policy. **The rental fee must be paid upon approval of the Reservation Form. If not received seven (7) days prior to the event, the event will be cancelled.**
- When a church-related meeting or function causes a scheduled non-church meeting or event to move or be cancelled, the affected person or organization will be given as much advance notice as possible.
- **Controlled substances, weapons, and alcoholic beverages are not allowed on church property.**
- **Smoking is prohibited.**
- Users will not occupy the facility earlier than as stated on the Facility Reservation Form. Event attendees will vacate at or before the end of the requested period as stated on the Reservation Form.
- All individuals attending functions are to confine their activities to the specific room reserved. This includes all children who are not to be left unattended.
- User accepts complete responsibility for any damage to the facility and/or surrounding areas resulting from the event.
- All organizations using the multi-purpose room or athletic field for an organized activity must provide proof of insurance coverage and release of liability to RUMC.

- Loitering about the grounds is not permitted, either during hours of use or after normal closing hours.
- Use of facility will be used for purpose stated on Reservation Form or event will be terminated immediately.
- Trash (paper goods, decorations, food waste, etc.) is to be taken out with you when you leave. Full trash bags are to be placed in the trash cans with wheels and pushed to the double doors on the side of the fellowship hall. A committee member will take the trash to the dumpster. The trash cans with wheels are NOT to go outside the building. All items associated with your activity must be removed immediately after the activity.
- No chewing gum or standing on the bleacher seats is permitted.
- The building, rooms and facilities are to be returned to their original (pre-rental) state after use. Failure to return the facility to its original state will result in cancellation of all future events and subject to additional fees for repairs and cleanings.
- Parking is limited to Paved and Gravel areas only. Renter is responsible for all vehicles/trailers associated with their event. RUMC assumes no liability for vehicles on its premises.
- Rental of the Athletic Field or Camping Area does not allow use of the Pavilion.
- When renting the Athletic Field or Camping Area, the renter is responsible for emptying all trash receptacles.

#### **Equipment Rules:**

- No tacks or nails shall be driven into furniture or woodwork.
- Non-church organizations shall be responsible for the expense of, the repair of or replacement should any damage occur.
- Scouting organizations or their sponsoring groups shall also be responsible for the expenses of necessary repairs.
- **Audio-visual equipment may not be removed from the church by any group or person. Use of the audio-visual equipment is prohibited unless a member of the audio visual group is present to operate the equipment. A fee of \$50/hr. will be required.**
- Only individuals approved by our music director may play the musical equipment of the church.
- The user is responsible for any breakage, damage or loss of equipment and shall be reported immediately to the church office so that reparations and adjustments can be properly expedited, assessed and added to the charges for use of the facility.

**INCLEMENT WEATHER POLICY:**

For weekday activities, the church follows the Washington County Public School weekday closing procedures. If schools are closed all day, due to inclement weather all church programs and activities will be cancelled. If possible, the church office will be open. If there is a school opening delay, all church programs and activities will resume after the school opening time. If schools close early or cancel weekday evening activities, all church evening programs and activities will be cancelled. For weekend activities, please check the RUMC website, Facebook page or call the office for the latest information.

Renter must abide by the RUMC weather policy in the event of inclement weather. Cancellations outside of this policy are at the discretion of the renter. RUMC cannot guarantee future dates and therefore the re-schedule dates are based upon availability.