

2010 Building Use Guidelines



Jarrettown United Methodist Church
1460 Limekiln Pike
Dresher, PA 19025

215-646-4129
jarrettownumc@comcast.net

**Make Disciples of Jesus Christ
Relieve Suffering
Glorify God**

We believe that the use of our facility by community organizations is a part of our service to the local community. It is both an act of stewardship as well as an outreach to the community. In allowing community organizations to use our facility, we have several guidelines that we ask you to follow:

1. All Uses Must Honor God: It is expected that all activities in the church or on church property will bring praise and honor to our Lord. *So, whether you eat or drink, or whatever you do, do all to the glory of God.* - 1 Cor 10:31 (ESV)
2. That the requesting group is supportive of the community, be non-profit in nature, and not hold core beliefs or values which may be in direct conflict with those of Jarrettown United Methodist Church.
3. That there be a single responsible contact person from your organization with whom we deal with.
4. That an appropriate facility space be available for your use.
5. That your group not unduly interfere with Jarrettown United Methodist Church functions, which will have scheduling precedence over any and all outside organizations which use our facility.
6. That the expense of hosting your organization is borne by you. This includes the approximated cost of utilities and custodial expenses where applicable.



FRIENDSHIP CENTER



SANCTUARY

**Below are the policies and procedures for use of
the building space at Jarrettown United Methodist Church**

1. Liability Waiver & Acknowledgement Statement: As a condition of use, a responsible officer of your organization must sign the form attached which absolves Jarrettown United Methodist Church of all liability for injury or loss of any kind to any person or property while on church property as well as indicates that your group has read and understood these policies and procedures governing the use of our building. This waiver includes any property stored on church grounds. The user group agrees to look to its own resources and/or insurance company should a claim need to be made. A certificate of insurance may be required from your group, depending upon the nature of your event.

2. Use of the facilities for weddings and funerals is determined by the pastoral leadership of the church.

3. Contact Person: Please let the church know the name, address and phone number of the responsible person for your group.

a) This person may be issued a key to use should your group be determined to be a "regular" user of our facility. Should access be required, the contact person of your group is responsible for entry to the building. Please do not contact our pastor at home for assistance.

b) If no key is issued, then the building will be unlocked for your group by our custodian or a member of our trustees.

4. Fire Regulations: All aisles and exits must be kept clear at all times. Use of lighted candles is prohibited. Use of helium balloons in the Fellowship Hall and Sanctuary is prohibited. Nonflammable decorations may be used but may not be attached to church property without expressed written consent of the Trustees. Parking is not permitted in fire lanes and all handicapped parking signs should be observed.

5. Instruments: A piano is available by reservation.

6. Audio, Visual, or Computer Technology: Contact the Church office at 215-646-4129. Computer technology requests should be made a minimum of two weeks prior to an event. Requests made later than that may not be accommodated.

- Sound controls require Jarrettown approved personnel.
- Computer needs using Jarrettown equipment require approved personnel.
- Wireless internet access is ordinarily available at no charge. Please inquire to confirm.
- Any technology needs may incur fees. Fees ordinarily are for compensation of personnel, but may cover other costs.

7. Doors and Locks: As noted in #3, the contact person for your group may be issued a key. The building is locked after 9:30 pm and we ask that all those who leave the building pull the doors closed securely behind them. All keys remain the property of Jarrettown United Methodist Church and must be returned upon the completion of the contract for use of the facilities.

8. Windows & Lights - Please close all windows and turn off all lights when your group is finished.

9. Set Up and Clean Up:

a) It is the general policy of the church that all "outside groups" clean up after themselves. You should attempt to leave the facility in the same condition that you found it. Manual sweepers are in most of the major rooms of the church (Fellowship Hall, Friendship Center) for your use to sweep up crumbs or debris from the floor.

b). We generally will not "set up" rooms for outside groups, but will attempt to ensure that the tables and chairs or equipment are in close proximity to the room for your use. Please return the tables and chairs to their original location when you are done.

c). If your outside group requires our custodian to set up and/or clean up after them, an additional fee will be added to the room-use charge to cover the custodial time.

d) Occasionally, groups are of such significant size that a custodian is required to be on the premises during the function. In this situation, the room use fee would reflect that additional expense as well.

e) Please take your trash out to the trash bin next to Fellowship Hall when you are done.

f) Please report any damage to any equipment or the facilities in the event any is observed.

FEE'S FOR USE OF THE CHURCH

10. Other Important guidelines and policies:

- a) No alcoholic beverages are allowed on the premises.
- b) No food or beverages are allowed in the sanctuary without prior approval.
- c) No red-colored beverages are permitted in the building.
- d) No smoking is allowed in the building or on church property.
- e) Minors must be under adequate adult supervision at all times.
- f) No animals of any kind are permitted without prior written permission.
- g) No Partisan political groups
- h) No For-Profit activities from which the church receives no direct benefit.

11. Alarms and Emergencies:

Fire Alarm: In the event of a fire alarm, please evacuate the building immediately. Call the Trustees Coordinator (Barry Scholtz at 215-628-2117) The fire department is dispatched automatically to a fire alarm.



NURSERY



CLASSROOM

	<u>MEMBERS OF CHURCH & IMMEDIATE FAMILY</u>	<u>NON-MEMBERS</u>
Sanctuary	\$0	\$400
Fellowship Hall	\$100	\$300
Kitchen	\$50	\$150
Friendship Center	\$100	\$150
ARK	\$100	\$200
Classrooms	\$25	\$75

One check payable to “Jarrettown UMC” for all of the above will apply. Write on the memo line: “Name of event”

Custodial services	\$100	\$125
Sound Technician	\$75	\$75

Individual checks (or cash) for above services should be made out separately and placed in individual envelopes addressed to the specific person.



FELLOWSHIP HALL



KITCHEN

Procedure to use Church Facilities

In order to use Church facilities, each applicant must fill out the application and submit it to the Church office. Completion of the form is unnecessary for groups that are part of the Jarrettown United Methodist Church; however, scheduling for all events must be accomplished through the Church Office and by completing the Event Checklist.

APPLICATION FORM AND AGREEMENT

The undersigned, on behalf of the applicant, applies for permission to use the facilities of the Jarrettown United Methodist Church. As a condition of approval, the undersigned represents that the information provided is true and accurate.

Name of Group: _____

Sponsoring Organization: _____

Contact Person: _____

Date Needed: _____

Hours Needed: _____

Rooms Needed: _____

Purpose of Event: _____

Insurance Information (where applicable):

Name of Liability Insurer: _____

Amount of liability insurance coverage: _____

Will the Jarrettown United Methodist Church be named as an additional insured on the insurance policy? _____

On behalf of the applicant, I certify that I have read and am familiar with the Guidelines for Use of Church Facilities; that all safety and fire laws will be observed; that if our meeting is canceled, the church office will be immediately notified; that the applicant will undertake no dangerous activities or activities which will interfere with other uses in the church building or the worship of God; that the applicant will indemnify and hold the Jarrettown United Methodist Church harmless from any and all claims, damages, liabilities or judgments, including costs and attorneys fees, which may arise as a result of the applicant's use of the Church facilities; that Jarrettown United Methodist Church will be named as an additional insured on the applicant's liability insurance policy, if requested; and that the purposes for which the church's facilities will be used are consistent with the goals and purposes of the Jarrettown United Methodist Church.

Signature

Print Name

Title

Name of Applicant/Group

Date

For Office Use:

Approved by: _____ Date Received: _____