



Calvary United Methodist Church 2315 S. Grant St. Arlington, VA

Facility Use Agreement Form

Please note: This form is not a valid agreement until signed by Senior Pastor. A copy of this form will be provided to you by email if facility use approval is granted.

Calvary UMC requires all groups to sign and abide by our *Policy for Use of Church Facilities* and *Safe Sanctuary-Child Abuse Policy* (attached). We may also require groups to provide a Certificate of Insurance.

- ☐ I have read, agree to, and signed the form for the guidelines in the "Policy for Use of Church Facilities."
- ☐ I have read, agree to, and signed the form for the guidelines for "Safe Sanctuaries-Child Abuse Policy."
- ☐ I understand that I am responsible for a facility use donation of \$_____ to cover clean up and operational costs for the event.

Event Information**

Date of First Event: _____	Space(s) Requested: (check ALL that apply) <input type="checkbox"/> Sanctuary <input type="checkbox"/> Memorial Hall (under the sanctuary) <input type="checkbox"/> Harris Hall (room with stage) <input type="checkbox"/> Linn Library (across from office) <input type="checkbox"/> Classroom 1 (2 nd floor on left) <input type="checkbox"/> Classroom 2 (2 nd floor straight back) <input type="checkbox"/> Classroom 3 (2 nd floor on right) <input type="checkbox"/> Kitchen <input type="checkbox"/> Parking Lot <input type="checkbox"/> *Skidmore Basement <input type="checkbox"/> Other _____
Day of Week: _____	
Dates/Times of Event(s): _____	
Frequency: _____	
Event Start Time: _____ Event End Time: _____	
Set-up Time: _____ Completion Time: _____	
Number of Participants: _____	
Will you be charging a fee? <input type="checkbox"/> Yes / <input type="checkbox"/> No	
If "yes": \$ _____ per _____	*Use of space in Skidmore (the Preschool building) may require approval of the Calvary Preschool Director. **Church activities may occur that might impact a previously scheduled meeting / event. You will be contacted as soon as possible if this occurs.
Event Description / Purpose: _____	

Fees for use of the facility will be determined by Sr. Pastor and/or Trustees. Fees may be adjusted for long-term groups / events, and are due prior to the first meeting.

Individuals or Groups requesting recurring use of facility will need to update form annually.

Point of Contact Information PLEASE PRINT

First Name: _____ Last Name: _____
City: _____ State: _____ Zip: _____ Home Phone: _____
Cell Phone: _____ Email: _____

**Please provide a copy of valid ID.

Alternate Point of Contact Information PLEASE PRINT

First Name: _____ Last Name: _____
City: _____ State: _____ Zip: _____ Home Phone: _____
Cell Phone: _____ Email: _____

Please provide a copy of valid ID.

ORGANIZATION INFORMATION PLEASE PRINT

Organization Name: _____
Organization Description: _____

Insurer: _____ Phone Number: _____ Exp. Date: _____

(please do not write below line – church use only)

Administrator

Date Received: _____ Space Available: Yes ☐/No ☐ Added to Church Calendar Yes ☐/No ☐

Comments: _____

Pastor

Pastor Approval: Yes ☐/No ☐ Signature: _____ Date _____

Comments: _____

Door Code Assigned: _____

Payments to be received prior to meeting:

Amount

Deposit _____

Usage Fee _____

Custodial Fee _____

Facility Use Policy

Calvary United Methodist Church

2315 South Grant Street, Arlington, VA 22202

www.calmeth.org

(703) 892-5185 - admin@calmeth.org



Date: _____

Policy for Use of Church Facilities

Purpose: To provide information for prospective users of Calvary facilities about criteria for approval and what we expect from them; to provide fair and uniform procedures for use of Calvary facilities; and to guide the Church Administrator, Pastor, and the Board of Trustees in their oversight and administration of the facilities.

The policy applies to the use of all Calvary spaces and equipment, including but not limited to:

- Sanctuary
- Harris Hall (and stage)
- Memorial Hall
- Kitchen
- Library (southeast room)
- Classroom 1 (2nd floor northeast room)
- Classroom 2 (2nd floor northwest room)
- Classroom 3 (2nd floor southwest room)
- Parlor
- Skidmore Basement
- Storage areas

Usage Policy:

Calvary UMC prioritizes activities for church functions; worship led by ministers or staff (including Sundays, baptisms, weddings, funerals, etc.); small groups of the congregation, and planned events. All these events are contained on our [church calendar](#). Facilities may be used at the discretion of the Sr. Pastor and/or Trustees for non-profits, community groups, Scout groups, educational groups, or any other group or event that aligns with Calvary's UMC vision to be a place where faith is fostered, community is cherished, and Christ's love thrives.

Procedure for Requesting Facility Use:

- 1) Complete Calvary's Facility Use Application found by clicking the "Event Use Request" button on the "Contact & Forms" tab of our church website (calmeth.org/contact/), or by contacting the church administrator at admin@calmeth.org. Please note the application requires signatures on: (1) the Facility Use Agreement; (2) Facility Use Policy Statement; and (3) the Safe Sanctuary-Child Abuse (Child Protection) Policy.
- 2) Application will be considered for approval if event dates are available, and request is compatible with the mission and vision of Calvary United Methodist Church.
 - a. Mission of Calvary United Methodist Church: To make disciples of Jesus Christ for the transformation of the world.
 - b. Vision of Calvary United Methodist Church: To be a place where faith is fostered, community is cherished, and Christ's love thrives.
- 3) Approval (granted or denied) will be communicated with the applicant in writing within 14 days upon receipt of completed application.
- 4) If approved, required fees will need to be remitted prior to event (see "Fees" below.).

Responsibilities of Groups/Individuals Using Facility:

- ✓ Model respectful behavior toward all participants, members, and Calvary staff.
- ✓ Designate at least one primary point-of-contact responsible for enforcing Agreement terms.

- ✓ Restore all facilities to original condition.
- ✓ Set up folding chairs /tables as needed (and return when finished)
- ✓ Dispose of waste in appropriate trash and recycling bins.
- ✓ Turn off lights (including restrooms)
- ✓ Return thermostats (if changed) to prior temperatures.
- ✓ Lock external windows before exiting. Ensure all doors are locked and not propped open.

Kitchen Requirements:

Kitchen use requires written permission. If granted the point of contact person will ensure:

- ✓ The kitchen is properly maintained and cleaned.
- ✓ All equipment is restored to its original condition.
- ✓ All appliances are cleaned and stove/oven is turned off.
- ✓ Dishes, cooking utensils, and pans are washed and put away.
- ✓ Trash and recycling receptacles are emptied and trash/recycling put by cans outside of pantry doors.

Users are **prohibited** from:

- Using alcoholic beverages on the premises, including parking areas.
- Using tobacco/vape/recreational drug products on the premises, including parking areas.
- Using Audio/Visual equipment without prior written permission and training/supervision by a Calvary staff member.
- Sleeping overnight anywhere in the facility unless written permission is given by Senior Pastor
- Using the Kitchen equipment, supplies, utensils, or dishes unless written permission is given by Senior Pastor

Fees

Fees are payable via check or money order to Calvary United Methodist Church. All fees and charges related to facility use are determined by the Senior Pastor. Charges may also be incurred after event due to damage or not following facility use policy.

Possible usage fees may include:

- \$250 custodial fee
- \$50 /per hour (with minimum \$100) for building use – may change based on specific areas used (sanctuary, Harris Hall, etc.)
- \$250 deposit for non-members (member is defined as a baptized and confirmed member of Calvary UMC). Refundable if no damages incur or policy is not followed.

Calendar is maintained and usage scheduled by Calvary UMC staff. Please direct questions to Church Administrator at admin@calmeth.org.

I, _____, have read and understood all provisions of this Policy for Church Use of Church Facilities. I, and my group, will abide by this policy. I understand that additional charges may incur from any damages or if policy is not followed.

Signature

Date

*Individuals or Groups requiring recurring facility use must update and sign all forms annually.