



This form is for gathering request information, not an agreement for space usage

Facility Use Request Form *Calvary United Methodist Church 2315 S. Grant St. Arlington, VA*

Calvary UMC requires all groups to read and abide by our “Policy for Use of Church Facilities” and “Safe Sanctuary-Child Abuse Policy” and may require groups to provide a Certificate of Insurance. After precursory approval is given both policy forms will need to be signed and submitted by the group’s primary contacts.

Event Information If you are unsure of any answer write est for estimated**

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 (up on left) <input type="checkbox"/> Classroom 2 (up on right) <input type="checkbox"/> Classroom 3 (up straight back) <input type="checkbox"/> Kitchen <input type="checkbox"/> Parking Lot <input type="checkbox"/> *Skidmore Basement <input type="checkbox"/> I’m unfamiliar with the church space and will provide an explanation of space needs below: <hr/> <hr/> <hr/> <hr/>
Day of Week:	
This event is <input type="checkbox"/> ongoing – and will continue / <input type="checkbox"/> restricted to specific dates (please list all)	
Event Start Time: 7:00 Event End Time: 8:30/9pm	
Set-up Time: 6:30 Completion Time: _____	
Number of Participants: _____	
Will you be charging a fee? <input type="checkbox"/> Yes / <input type="checkbox"/> No	
If “yes”: \$ _____ per _____	
Event Description / Purpose:	*Use of space in Skidmore (the Preschool building) may require approval of the Calvary Preschool Director. **Church activities may arise that might impact a previously scheduled meeting / event. You will be contacted as soon as possible if this occurs.

Fees for use of the facility may be adjusted for long-term groups / events, which will be determined prior to the first meeting. This information will be provided prior to final approval in coordination with the Lead pastor and Trustees.

Calvary may need to contact a group and must be able to do so with e-mail (preferred) or phone.

Point of Contact Information PLEASE PRINT

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

This person holds a key to the facility for access when the building is locked: Yes / No

Alternate Point of Contact Information PLEASE PRINT

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

This person holds a key to the facility for access when the building is locked: Yes / No

ORGANIZATIONAL INFORMATION PLEASE PRINT

Organization Name: _____
Organization Description: _____
Insurer: _____ Phone Number: _____ Exp. Date: _____

Dates of all events (if a limited series – not ongoing)



Policy for Use of Church Facilities

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

Purpose:

To provide information for prospective users of Calvary facilities about criteria for approval and what is expected of 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
- Parking Lot
- Classroom 1 (northeast room)
- Classroom 3 (southwest room)
- Library/Small Meeting Room
- Parlor
- Skidmore Basement
- Storage areas

Policy:

Calvary's facilities are to be used primarily for Christian worship and related activities.

Priority for usage will be assigned as follows:

- a. Worship led by Ministers, staff, or lay members of the congregation.
- b. Baptisms, weddings, funerals, etc. of Calvary families and for others as determined by the Pastor(s)
- c. Calvary-related activities by organizations within the congregation
- d. Activities by organizations currently designated by the Church Council as "Calvary Sponsored"

Others:

When not needed for support of the kinds of activities listed above, Calvary facilities may be used for purposes like the following - whether church-related or not - when it appears such use can contribute to improved conditions, standards, and relations in the church and the community.

- Non-Calvary religious
- Educational
- Civic and community
- Health
- Charity and Non-profit
- Recreational
- Community events

Exceptions:

Usage will normally NOT be approved for organizations external to the congregation which charge fees, admissions, registrations, "required distributions" or any other kind of assessment with the intention of making a profit. The Senior Pastor - in consultation with the Chairs of the Church Council and the Board of Trustees - may grant a variance to this part of Calvary's policy for an organization considered to be especially worthy.

Notice of any such variance will be provided to the Trustees and the Church Council for reporting at the next meeting.

Application for use:

Consists of completing and signing the Facility Use Request, Safe-Sanctuary-Child Abuse Policy, and the Facility Use Policy forms and delivering it by hand, mail, or email to the Calvary Church Administrator. Signature on the form will indicate that the applicant has read this Policy Statement and understands it and agrees to abide by its provisions. After the request is approved for the proposed use, the applicant will be notified, and an entry made in the Calvary calendar. Appropriate Church committee persons will also be notified. New groups may be required to provide a security deposit.

Policy for Use of Calvary Facilities [cont'd]

Users shall:

- a. At the discretion of the Pastor/Trustee chairperson be asked to reimburse Calvary for energy, furniture arrangements and cleaning services. If special cleaning or furniture arranging services are required, the Pastor must be advised in advance.
- b. Set up folding chairs and tables as needed for themselves. However, facilities are to be left in the same condition as they were found. All litter is to be put in waste baskets or trash receptacles.
- c. Designate a person from the using group as Responsible person for ensuring reasonable decorum during the planned event. That person will also be responsible for seeing that facilities are left as described above, that lights are turned out, that thermostats are reset to normal and window air conditioners are off, and that external doors and windows are closed and locked. Fire doors shall be kept in the proper closed condition at all times.

Users shall NOT:

- a. Introduce alcoholic beverages or any other intoxicant or narcotic substance to Calvary buildings or grounds. Nor shall their use be permitted.
- b. Use Calvary's Audio-Visual system(s) without express permission and supervision by a Calvary trained individual. Outside groups that violate this policy will be subject to reimburse for damages.
- c. Smoke anywhere in the church buildings.
- d. Be permitted to sleep or otherwise set up housekeeping anywhere in the church buildings unless expressly and specifically authorized by the Pastor in writing,
- e. Use the kitchen or any of its equipment, supplies, or utensils without specific prior approval of the Pastor/Trustee chairperson.

If kitchen use is requested and approved, the group's Responsible Person shall assure the following:

- ✓ The kitchen in general is properly maintained and cleaned
- ✓ All equipment is restored to its prior condition.
- ✓ Stove cleaned
- ✓ Dishes, cooking utensils, tableware and glassware washed and put away.
- ✓ All appliances cleaned and turned off.
- ✓ Trash cans emptied

Fees:

All fees should be made out to Calvary United Methodist Church. Charges related to facility usage may be changed based on the discretion of the senior Pastor.

\$150 custodial fee for one time event usage

\$50/hr. donation for bldg. use (\$100 minimum) (to be paid monthly for continual use of facility)

\$250 deposit for non-members (A member is a baptized and confirmed member of Calvary UMC)

A copy of this Policy Statement is to be provided by the Church Administrator to the person making arrangements for use of Calvary facilities. Additional copies can be made available for people who are to serve

as "Responsible Person" for their group to assure the proper use of the facilities and for leaving them clean and otherwise restored to their original condition.

The schedule of facility use shall be determined by the Church Administrator and Calvary Staff. The Church Administrator will maintain a calendar of activities to determine availability of facilities. They will resolve short-term conflicts based on the provisions and priorities set forth above. Long term conflicts and approval of new non-Calvary users will be referred to the Trustees, who will provide advice and recommendations to the Pastor.

I (print name) _____ have read and understand the Policy for
Use of Church Facilities and I will ensure that this policy is followed.

Signed: _____ Date: _____

Last revised: 7/19/2023



Safe Sanctuary-Child Abuse Policy
Calvary United Methodist Church
Arlington, VA

Updated January 14, 2020

Purpose

Our purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all our children, youth and vulnerable adults.

Covenant Statement

The Calvary United Methodist Church hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children, youth and vulnerable adults as well as all of our workers with children, youth and vulnerable adults. We will follow reasonable safety measures when selecting and recruiting workers; we will implement appropriate operational procedures in all areas of programming and care; we will train our workers with children and youth on our procedures and policies; and we will have a clearly defined procedure for reporting a suspected incident of abuse consistent with the Commonwealth of Virginia law.

Supervision Guidelines

All meetings of children and/or youth affiliated with Calvary United Methodist Church will be governed by the following guidelines:

A. Two adult rule

Two approved adults must be present at all times. Church sponsored or community groups of children or youth who meet at the church must have two or more leaders present. When feasible, both male and female leaders would be present.

B. Open Door Policy

Further protection for the children requires that an open door policy be followed. This policy shall state that the parents of the children served, the clergy, administrative and professional staff of the church have the right to visit and observe the children's/youth activity, classroom, or program at any time, unannounced.

C. Doors and Windows:

All classroom and office doors will have a window or visibility from hallway or remain open while occupied. Windows will be kept free from adornments.

D. Touch

Physical affection should be appropriate to the age of the child or youth. (For example, it is generally appropriate for a four-year-old to sit in a nursery worker's lap and give a kiss on the cheek, but it is not appropriate for a teenager and youth leader to behave this way.)

Touching should be initiated by the child or youth. It should be a response to the child's need for comforting, encouragement, or affection. It should not be based upon the adult's emotional need.

Ideally, touching and affection should only be given when in the presence of other adults. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present, and the touching is open to observation. This is especially important when diapering a baby or helping a young child change clothes or use the restroom.

Touching behavior should not give even the appearance of wrongdoing. As people who work with children, our behavior must always foster trust ; it should be above reproach.

A child's preference not to be touched should be respected. Do not force affection upon a reluctant child. Adults are responsible to protect children under their supervision from inappropriate touching by others.

Adults must promptly discuss inappropriate touching or other questionable behavior by other workers with their leader, the Family Ministries Director, or Pastor.

E. Classroom Discipline

All teachers and workers will use the following discipline measures:

- (1) If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw the blocks. We use blocks for building."
- 2) If this measure is not effective, the child will be guided to another activity.
- 3) If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students.
- 4) **No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time.** If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parents or guardian as soon as possible. **Church Staff are mandated reporters upon suspicion of abuse or neglect under the Commonwealth of Virginia law.**

F. Gifts

Adults should inform parents/guardians of gifts given by him or her to individual children or young people. Secretive gift giving can be a form of buying loyalty or silence.

G. Verification of Reading of Policy Statement

Upon receipt of this policy statement, the volunteer or paid staff person will read and sign a statement that he/she has read Calvary United Methodist Church's Child Abuse Protection Policy.

I (print name) _____ have read and understand the SCA Policy and I will ensure that this policy is followed.

Signed: _____ Date: _____