

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.