

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.

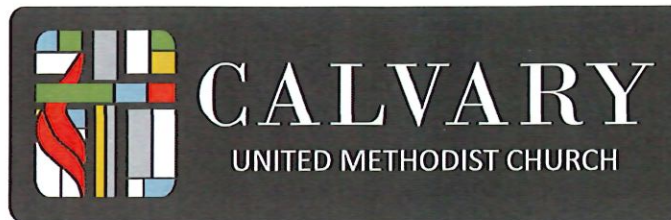
Calendar is maintained and usage scheduled by Calvary UMC staff. Please direct questions to Church Administrator at admin@calmeth.org.

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.



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 _____ *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.
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 _____	

Event Description / Purpose:	
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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

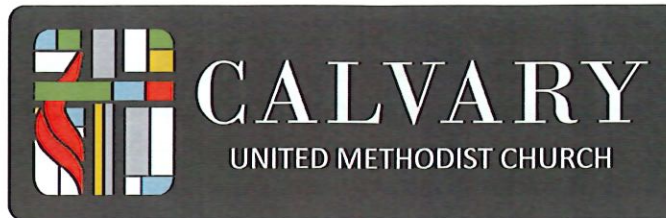
Pastor Approval: Yes ☐/No ☐ Signature: _____ Date: _____
 Comments: _____

Door Code Assigned: _____

Payments to be received prior to meeting:

Amount

Deposit	_____
Usage Fee	_____
Custodial Fee	_____



Safer Sanctuary-Child Protection Policy
Calvary United Methodist Church
Arlington, VA

Purpose

Our purpose for establishing this Child Protection 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 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 unrelated 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 comfort, 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 for protecting 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 removing 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 Receiving Training Handout and Policy Statement

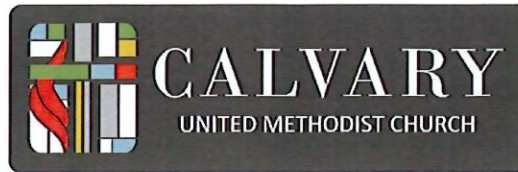
Upon receipt of this policy statement and training handout, the volunteer or paid staff person will read and sign a statement that he/she has read Calvary United Methodist Church's Child Abuse Protection Policy.

H. Who to Contact

Any questions or concerns regarding this information or the adherence to the guidelines should be directed to Pastor Amy Beth Coleman, Lead Pastor pastor.amybeth@calmeth.org (202) 630-9547 or Beth Posey family@calmeth.org

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

Signed: _____ Date: _____



Safer Sanctuaries Training Handout

This handout equips staff and volunteers to:

- Understand child protection principles
- Recognize signs of abuse, neglect, and grooming
- Respond appropriately to concerns
- Follow clear reporting procedures
- Promote a safe and respectful culture

Why Child Protection Matters

- Children deserve safety, dignity, and care
- Staff and Volunteers are often the first to notice concerns
- Legal and ethical responsibilities apply to everyone
- A safe environment builds trust with families and the community

Types of Abuse & Warning Signs

Type	Possible Indicators
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Physical	Bruises, burns, fearfulness, flinching
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Emotional	Withdrawal, low self-esteem, excessive crying
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Sexual	Inappropriate knowledge, secrecy, physical signs
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Neglect	Poor hygiene, malnutrition, unattended medical needs
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Grooming	Excessive attention, gift-giving, secret communication
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Understanding Grooming

Grooming is a manipulative process used by abusers to gain a child's trust and gradually violate boundaries. It often includes:

- Giving gifts or special privileges
- Isolating the child from others
- Creating secrets ("Don't tell anyone")
- Flattering or making the child feel "chosen"
- Testing boundaries with touch or personal questions

Red Flags for Grooming Behavior:

- An adult consistently seeks one-on-one time with a child
- Excessive texting, messaging, or social media contact
- Attempts to bypass rules or supervision
- Child becomes unusually attached or secretive

Volunteer Code of Conduct

Always:

- ✓ Maintain appropriate boundaries
- ✓ Interact in open, observable spaces
- ✓ Remember the rule of 3
- ✓ Report concerns immediately

Never:

- X Be alone with a child behind closed doors
- X Use physical discipline
- X Share personal contact info or social media
- X Give gifts or favors without guardian approval

Reporting Procedures

- **Who to report to:** Beth Posey, Family Ministries Director; Pastor Amy Beth Coleman, Lead Pastor, Pastor Jan Phillips, Associate Pastor
- **How to report:** Verbally and in writing; include date, time, and details
- **When to report:** Immediately upon suspicion or disclosure
- **Legal obligations:** Volunteers and staff are mandated reporters under state law

Responding to a Disclosure

Do:

- ✓ Stay calm and listen
- ✓ Reassure the child they did the right thing
- ✓ Record exact words used

Don't:

- X Promise confidentiality
- X Ask leading questions
- X Confront the alleged abuser

Commitment & Accountability

- Sign the **Safer Sanctuaries Policy Agreement** to confirm understanding of these policies
- Participating in **refresher training**
- Help foster a **culture of safety and openness**

For questions or to report a concern, contact:

Name: Beth Posey, Director, Family Ministries

Phone: 703-892-4112

Email: family@calmeth.org

Thank you for your vigilance and care. Protecting children is a shared responsibility—and your role matters.