

Perryville United Methodist Church

A Guide to Church Property Use

(Adopted by Church Council June 2007, amended May 2011)

The Perryville United Methodist Church's (PUMC) primary purpose is to carry on the ministry of the local church. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. PUMC is happy to have your organization share God's House with us. So that all church members and outside groups can enjoy our facility, we ask that you follow this guide.

Building use activities fall under the jurisdiction of the Board of Trustees (*Book of Discipline Paragraph 2532*). Requests for building use are managed through the PUMC church office. No commitment for building use is finalized until the Room Use Agreement has been executed through the PUMC church office. Local organizations and individuals for one-time or short-term usage also may use PUMC. When possible we will attempt to make our facility available for such groups. Our first priority is to PUMC programs and membership needs. Priority is then given to nonprofit groups that are supported by PUMC and finally to other nonprofit organizations.

Approval for the use of the grounds and/or facilities of PUMC does not constitute or imply endorsement of a group, their mission or their positions. Groups approved to use facilities at PUMC must not advertise the event in such a way as to imply endorsement by the congregation and/or the United Methodist Church. No activities or advocacy may take place within PUMC, its buildings or grounds that conflict with the Discipline and the practices of this congregation and the United Methodist Church.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations of the Board of Trustees
- Room Use Agreement Form
- Release and Indemnity Agreement Form

STEPS TO FACILITY USE SCHEDULING

1. Obtain and complete a Property Use Agreement from the church office or at our website: www.perryvilleumcarkansas.org
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the Church Office and you will be notified whether it is approved or not approved.

FEES FOR FACILITY USAGE

1. No fee for members of the church when the use is not connected to a business or for profit enterprise, but donations will be accepted.
2. Non-members, civic and private functions, and members using the facility for business purposes, will be charged \$75.00 for each use and an additional \$50.00 for use of the kitchen facility. The fee may be waived upon request and with the approval of the Trustees.
3. All clean-up will be the responsibility of the user.

RULES AND REGULATIONS OF THE BOARD OF TRUSTEES

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the Church Office and/or Board of Trustees. Church property such as chairs, tables, table cloths, etc may be used when using the facility under the rules herein.
2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
3. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies are not to be used except by church sponsored activities.
4. **PIANO, ORGAN AND HAND BELL USE.** Permission to use the piano, organ and/or hand bells must be granted by the Pastor or Director of Music. Piano and/or organ should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.
5. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request. The system must be operated by PUMC trained members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.
6. **NO SMOKING.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.
7. **NO ALCOHOL.** The serving, consumption or use of alcoholic beverages or other narcotics shall not be permitted on church property, including outdoor area and parking lots.
8. **NO GAMES OF CHANCE.** Gambling on the church premises is strictly prohibited.
9. **SUPERVISION OF CHILDREN AND YOUTH.** PUMC policy is to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
- Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

- 10. NURSERY USE.** The nursery facility is available and our safety standards require that 2 nursery care providers must be present to operate the nursery. At least one caregiver must be at minimum, 18 years-of-age.
- 11. FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside.
- 12. DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.
- 13. EMERGENCY SCHEDULING CONFLICTS.** PUMC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
- 14. STORAGE.** Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the Church Office.
- 15. BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc any part of the building and/or its furnishings and equipment which in the judgment of the Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
- 16. SECURITY.** PUMC works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. PUMC is not responsible for theft or damage to personal property.
- 17. FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Board of Trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the Board of Trustees directions or forfeit immediately the use of any part of the facility.

Perryville United Methodist Church
P.O. Box 645 * 123 Cross Street, Perryville, Arkansas 72126
Phone: 501.889.5314

PROPERTY USE AGREEMENT/REQUEST FORM

Name of Organization: _____

Responsible Person: _____

Address: _____

Contact Person's Name: _____ Day Phone: _____

Fax: _____ Email: _____ Cell Phone: _____

Organization's Purpose: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Frequency: ___ One Time Only ___ Weekly ___ Monthly ___ Other

Which day of the week:

___ Mon ___ Tue ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

Rooms Requested:

- ___ Sanctuary
- ___ Piano/organ or sound system
- ___ Parlor
- ___ Kitchen
- ___ Children's Classroom
- ___ Adult Classroom
- ___ Narthex
- ___ Fellowship Hall
- ___ Playground
- ___ Other (list: _____)

Anticipated Number of Participants: _____

Will food or drink be consumed? ___ Yes ___ No

Special Needs or Requests: _____

Certificate of Insurance Requirements

*Non-church groups are required to provide certificates of insurance naming PUMC as additional insured.

Release and Indemnity

This Release and Indemnity Agreement is between _____
(organization or individual) and Perryville United Methodist Church (PUMC) for
use of the property describe above for meetings and other activities.

AGREEMENT

NOW THEREFORE in consideration of PUMC permitting an organization or
individual(s) to use the property described in attached request form, the
organization or individual(s) agrees as follows:

- 1. Organization or individual(s) hereby indemnify, hold harmless, releases,
discharges and covenants PUMC or its administrator, directors, agents,
officers, members, volunteers, and/or employees, from any and all liability,
claims, demands, losses or damages arising out of the use of the
property.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to or participating in the
activity for which this application is being made, and for any damage beyond
normal wear and tear which may occur as a result of this activity. I will remove
all signs posted by my group after the meeting has ended. I further agree that
the church property will be used in accordance with the Rules and Regulations of
the Board of Trustees and I herby consent to the Release and Indemnity
Agreement.

Signature: _____

Print Name: _____

Title: _____

Date: _____

FOR OFFICE USE ONLY

_____ Request Approved

_____ Request Denied

Explanation: _____

Signature: _____ Date: _____