**Immanuel United Methodist Church**

1351 Main Street

PO BOX 182

Wellford, SC 29385

(864) 439-4744

**Building Use Policy**

**Philosophy**

Immanuel UMC is committed to serve the members of the church and local community organizations whose purposes are consistent with the ministry of the church. The following guidelines have been developed to facilitate the approval of request for use of its properties.

**Procedures**

1. Request for use shall be made by completing, executing, and returning to the church the Building Use Request Form available at the church and at [www.immanuelunitedmethodistchurch.com](http://www.immanuelunitedmethodistchurch.com)
2. For non-Immanuel UMC organizations, a certificate of insurance naming the church as “additional insured” must be included with the request.
3. The completed forms will be returned to Mr. John Johnson or Ms. Darla Mills and will be reviewed and considered by the Board of Trustees of Immanuel UMC. (You may also email it to **immanuelumcwellford@gmail.com**)
4. Immanuel UMC reserves the right to cancel any use agreement at any time.
5. Events/requests will not be put on the church calendar until all forms are completed and approvals are given.

**General Guidelines**

1. Those using any facility of Immanuel UMC agree to release, protect, defend, indemnify, and hold harmless Immanuel UMC and its trustees, officers, employees, members and other representatives from and against all claims, liabilities, losses, damages, actions, cost, and expenses (including, without limitation, reasonable attorney’s fees and other legal cost) directly or indirectly arising out of their use of Immanuel UMC’s facilities.
2. Facilities users are prohibited from including the church’s telephone number on event circulars, announcements, or notices.
3. In the event of damage to the church facilities, those using any church facility shall accept responsibility for the amount of the repair and replacement cost as estimated, or otherwise determined, by the Board of Trustees.
4. Church equipment is available only on request and may be charged separately. Use of the kitchen facilities and any audiovisual equipment will require proof that the user is qualified to use such equipment.
5. User groups using the facilities must return the room and all furniture to their original position after use.
6. Immanuel UMC will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
7. The use of tobacco products, alcoholic beverages, drugs, or weapons of any kind is **strictly prohibited** on church premises.
8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission or principles of Immanuel UMC.
9. For Children and Youth events, the applicable group or organization must provide adequate adult supervision for all ages.
10. User groups (member and non member) are responsible for all cleanup after the scheduled event. User groups will remove all trash and leave the facilities as they found them.

**Usage Parameters**

1. Use will be limited prior to and during Christmas, Easter, and Thanksgiving and other major church events or activities.
2. Facility users are to remain in areas designated for their use, maintain reasonable noise levels, and conduct themselves appropriately, consistent with the use of the House of God. Specific spaces designated for parking must be respected.
3. Doors to the church property may not be propped open for any reason at any time.

**Facilities Fees**

|  |  |  |
| --- | --- | --- |
| Facility | Member  **(Donations are welcomed to help offset the cost of not charging members)** | Non-Member |
| Athletic Field | $0 | $25 |
| Pavilion | $0 | $25 |
| Fellowship Hall | $0 | $25 |
| Sanctuary | $0 | $100 |
| Classroom/Meeting Room | $0 | $25 |
| Kitchen | $0 | $25 |

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**Building Use Request Form**

*Immanuel United Methodist Church appreciates the opportunity to serve the church membership and community by making the facility and campus available to individuals and non-profit organizations. To maintain our ability for service in the area, we request you read and follow the attached Building Use Guidelines.*

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Immanuel UMC Member (Yes/No):\_\_\_\_\_\_\_

Event/Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Individual or Non-Profit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) & Time(s) requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate of Insurance attached (Yes/No):\_\_\_\_\_\_\_\_

Area Requested:

\_\_\_\_\_ Sanctuary (capacity 150) \_\_\_\_\_ Kitchen

\_\_\_\_\_ Fellowship Hall (capacity 150) \_\_\_\_\_ Classroom

\_\_\_\_\_ Athletic field \_\_\_\_\_ Meeting Room

\_\_\_\_\_ Pavilion \_\_\_\_\_ Other

Estimated Number of Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated number of Cars (parking): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\**I understand the attached Immanuel UMC Building Use Guidelines and accept responsibility for use of the facility and/or campus as stated above. In addition, I understand Immanuel UMC will be held harmless in the event of any accident.*

Organizational Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For Trustee Member or Church Administrator Only***

Request Approval/Denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conditions/Restrictions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Athletic Field or Pavilion Request Form**

**Procedures:**

Persons who wish to use the outdoor facilities at Immanuel UMC must fill out a request form. Approval for use is subject to review of the Board of Trustees of Immanuel UMC.When usage is approved, you will be contacted by phone and a copy of the agreement will be returned to you.

**Responsibilities/Guidelines:**

1. Immanuel UMC will not be held liable for injury to any spectator(s), or person(s) participating in any event. The facilities are used “As Is.”
2. For non-Immanuel UMC organizations, a certificate of insurance naming the church as “additional insured” must be included with the request.
3. Teams may not use the athletic field unless they have been reserved in advance.
4. In the event of damage to the church facilities, those using any church facility shall accept responsibility for the amount of the repair and replacement cost as estimated, or otherwise determined, by the Board of Trustees.
5. All trash shall be properly disposed.
6. All equipment used shall be in compliance with the appropriate league rules.
7. Use of the property shall be limited to the specific areas requested.
8. The use of tobacco products, alcoholic beverages, drugs, or weapons of any kind is **strictly prohibited** on church premises.
9. Failure to comply with the rules and regulations of the Immanuel UMC Athletic Field or Pavilion may result in the cancellation of the reservation, forfeiture of all fees and forfeiture the right to use the facilities in the future. Contracts are revocable at any time for violation of the rules.
10. For Children and Youth events, the applicable group or organization must provide adequate adult supervision for all ages.

\*\*The Church will maintain the property the best we can but all facilities are used “As Is.”

Facility Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_\_\_\_\_\_ Estimated number of Cars (parking): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\**I understand the above Immanuel UMC guidelines for the use of the athletic field and/or the pavilion and the attached Immanuel UMC Building Use Guidelines and accept responsibility for use of the facility and/or campus as stated. In addition, I understand Immanuel UMC will be held harmless in the event of any accident or injury.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***For Trustee Member or Church Administrator Only***

Request Approval/Denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conditions/Restrictions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_