

ST. ANDREW'S UNITED METHODIST CHURCH FACILITIES USAGE POLICY

The facilities owned and operated by St. Andrew's United Methodist Church are intended to provide a place for worship, Christian education and the many missions and ministries of the Church.

It is recognized that St. Andrew's United Methodist Church has an obligation to the Christian mission beyond its own congregational life and to the community of which it is a part. Therefore, the facilities of St. Andrew's United Methodist Church may be available to other community organizations and groups. The facilities of St. Andrew's United Methodist Church are made available to non-church related activities under the following policy:

The priority use of the facilities is the following:

- Worship Services including the Sunday School Programs
- St. Andrew's Nursery School and Kindergarten
- Other organizations and activities clearly associated with and or sponsored by the Church. These may include and are not limited to:
 - United Methodist Women
 - United Methodist Men
 - United Methodist Youth Fellowship
 - Committees of the Church
 - Keenagers
 - Priority for Conference and District events
- Community organizations
- For Other organizations

No group or individual may use the Church's facilities for purposes which are incompatible with those of the Church or the traditions and beliefs of the United Methodist Church.

Church sponsored and sanctioned activities have scheduling priority. Church groups can schedule up to twelve months in advance.

Non-affiliated groups may request a space no more than six months in advance. Reoccurring meetings may be scheduled up to twelve months in advance at the discretion of the senior pastor. For example, if a group wants to schedule a meeting every third Wednesday of the month, that may be permitted.

Every non-affiliated group wanting to use the facilities must complete a Facility Request Form. The completed form with a current copy of the group's liability insurance must then be submitted to the church office. If the liability insurance expires before the last requested date, the requesting organization must provide a proof of renewal before that meeting date.

The church office will then review the request forms for scheduling conflicts. The president of the Board of Trustees must approve the request. When approved, the form will be signed and returned to the organization with the appropriate room assignment.

Service Charges for Use of Meeting Space:

Because the church's only sources of income are the gifts of its parishioners, the church must require non-affiliated organizations to pay a service charge for the use of the space. In determining these service charges, the Board of Trustees has given consideration to the costs of heating, air conditioning, utilities, custodial services, security services, general overhead, wear and tear on the facilities and replacement costs, and the service charges required for comparable space for other facilities in the area. These service charges will be reviewed

annually by the Board of Trustees. Changes in the service charges will be distributed to organizations using the facilities at least two months before the new charges are implemented.

A service charge schedule is attached to this policy. Separate schedules are developed for Community and Other organizations. The church has an obligation to community and community groups; these groups, therefore, have a lower schedule.

The service charges are based on the amount of time the space is used and the type and size of room(s). Evening charges are higher because of the cost of the security person who watches the building.

The Board of Trustees reserves the right to adjust the charges on a case by case basis. The Board of Trustees will review those adjustments.

Important: Your request for space cannot be guaranteed until all paperwork has been processed.

Facility Usage Regulations:

Each group using the facilities will agree to the following regulations:

1. A no-smoking policy will be enforced throughout the Church.
2. No alcohol or illegal drugs will be consumed in the facilities or on the Church property.
3. No gambling will be permitted in the facilities or on the Church property.
4. Every organization using the facilities must have a current proof of liability insurance. Liability insurance certificate will be kept on file in the church office.
5. Payment of service charge must be made prior to the meeting dates.
6. Damage beyond normal wear and tear will be charged to the group, and must be paid for before additional use of the facilities will be allowed.
7. An adult (21 years or over) must accompany and be present with each group using the facilities.
8. When a contract is in effect, charges for the use of the facilities must be paid unless cancellation is given at least 24 hours in advance.
9. When using the Sanctuary, Narthex, Lounge, Graf Room, or Wesley Hall, there will be an additional charge for custodial work in the amount of \$50. In addition, we would require a \$50 security deposit which will be promptly returned if extra custodial work is not required. Please make out a separate check for the security deposit. All checks should be made out to St. Andrew's United Methodist Church.
10. If the church's audio/visual equipment is utilized, you will need to hire a church approved audio-visual operator. The organization will pay the audio-visual operator an hourly fee at the prevailing rate. We will provide you with a name and phone number of the person to contact.

Service Charge Schedule for Use of St. Andrew's United Methodist Church Facilities:

Time Periods Definitions

- Half day – Less than four hours and finishing before 5:00 p.m.
- Evening – Any session that extends beyond 5:00 p.m.
- Full Day – greater than four hours

Service Charge for Community Organizations

Room	Half Day	Evening	Full Day
Sanctuary	\$300	\$325	\$400
Graf Room	\$ 50	\$ 75	\$100
Lounge	\$ 50	\$ 75	\$100
Class Rooms	\$ 50	\$ 75	\$100
Gym	\$ 50	\$ 75	\$100
Wesley Hall without kitchen or Stage	\$200	\$225	\$300
Wesley Hall with Stage	\$300	\$325	\$400
Wesley Hall with Kitchen* <i>(Stage can be included at no extra charge if there are no changes to the Stage itself.)</i>	\$300	\$325	\$400

Service Charge for Other Organizations:

Room	Half Day	Evening	Full Day
Sanctuary	\$500	\$600	\$750
Graf Room	\$100	\$150	\$200
Lounge	\$100	\$150	\$200
Class Rooms	\$100	\$150	\$200
Gym	\$200	\$250	\$300
Wesley Hall without kitchen or Stage	\$300	\$350	\$425
Wesley Hall with Stage	\$450	\$500	\$575
Wesley Hall with Kitchen* <i>(Stage can be included at no extra charge if there are no changes to the Stage itself.)</i>	\$450	\$500	\$575

Sound System: Present your specific requirements to the Board of Trustees for a rate.

Custodial Fee: \$75.00

*An additional charge of \$50 for use of the dishwasher, and the dishwasher can only be operated by a qualified church member.

The Service Charge Schedule is subject to annual review by the Board of Trustees. The revised charge schedule will be effective based on the date of the meeting, unless the use was scheduled under a previous charge schedule.

ST. ANDREW'S UNITED METHODIST CHURCH
327 Marlton Pike West
Cherry Hill, NJ 08002
856-429-4469
Fax 856-427-0383

FACILITY REQUEST FORM

Name of Group _____

Purpose of Meeting _____

Room Requested _____

Dates of Usage _____

Hours of Usage From: _____ To: _____
(Be sure to allow enough time for setup and clean up.)

Contact Person _____

Phone Number _____

As the representative of the group listed above, I have read the St. Andrew's United Methodist Church Facilities Use Policy. I agree to the rules and regulations in the policy. We agree to pay St. Andrew's the service charge according to the Service Charge Schedule that is indicated in the form below.

Important: Your request for space cannot be guaranteed until all paperwork has been processed.

Attached is a current proof of liability insurance for our organization or Hold Harmless Statement.

Signature of Representative

Date

APPROVAL

Meeting Request Approved _____ Fee Charged: _____ Custodial Fee: _____

Room(s) Approved _____

Date and Time Approved _____

Service Charge for Each Meeting plus Custodial Charge and Security Deposit \$ _____

Signature

Date Approved

Title