

ST. GEORGE'S UNITED METHODIST CHURCH

Guidelines for Use of Church Property and Facilities for Non-Members

The Trustees of St. George's United Methodist Church (STGUMC) are ultimately responsible for the care and maintenance of the building and property of the STGUMC congregation. It is a careful balance, to fulfill the role of steward of our property, while welcoming our members, missions, and community outreach uses. We have developed these guidelines to help clarify how to request the use of our facility and to use it responsibly.

BUILDING USE REQUEST FORM AND AGREEMENT

All interested individuals and organizations outside the STGUMC community wishing to use the facility must complete the FACILITY USE FORM AND AGREEMENT and submit it to the Church Office at least 14 days prior to the event for approval. Outside organizations may not reserve space greater than 90 days prior to their event, except for weddings.

- The STGUMC Office Staff will forward the application to the Trustees for approval. Once the event has been approved it will be scheduled on the event calendar. It is important to complete the form carefully, reserving all rooms (or outdoor spaces) intended for use. Parking lots do not need to be reserved unless the event or activity takes place on the parking lots. STGUMC has an internal process to determine priority, giving preference to the ministries of STGUMC and reserves the right to deny use of the facility to any group or individual. The facility is not available for use by for-profit businesses or organizations.
- Prior approval is required for use of Church A/V equipment. Furniture, equipment, computers or any other furnishings, tables/chairs may not be removed from the Church property.
- All applicants should be provided the following documents:
 - **Healthy Church Protection Policy (Appendix A)**
 - **Child Protection Policy (Appendix B)**
 - **Responsible Use Check List (Appendix C)**

FACILITY USE FEES

The Non-Refundable Reservation Fee is 20% of the Total Rental Fees as specified below and is payable within five (5) business days after the date the reservation is accepted. The Reservation Fee shall be credited in full toward the Total Rental Fees. Fees listed below are for single events. For ongoing, regularly occurring activities/events, discounts may apply.

Fee	Non-member fee (3 hour Rental/Each additional hour)
Facility Use	\$225 / \$75
Building Monitor (outside business hours)	\$125 / \$35
Childcare for Nursery – min. 1 hour @ \$12.50/nursery childcare provider payable directly to providers	\$75 / \$25
Additional Cleaning Fee	\$50

- Only one Building Monitor Fee applies per rental. Rentals occurring during our regular business hours will not incur Building Monitor Fees.
- None of the classrooms used by STGUMC Preschool are available for use by any outside group.

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- Custodial Fee: \$50 will be charged when excessive messes are left behind.
- Child Care Fees: Groups using the nursery must use STGUMC childcare attendants. Each event requires at least two attendants in the nursery. Each attendant will receive \$12.50 per hour/attendant, due at the event. The initial fee of \$25.00 will be charged regardless of how much of the first hour is used. Charges after the first hour will be based on 15-minute time frames. Childcare in the nursery is for children up to 6 years of age. See **Child Protection Policy (Appendix B)** for age and capacity restrictions. Childcare attendants should be paid directly by organization renting the facility.
- Fees will not be refunded if, during an event, the guests mistreat staff or the facility to such a degree that they must be removed from the premises.
- If a cancellation occurs due to inclement weather, or other unforeseen problems, the Church will do its best to reschedule your event in a timely manner, based on availability. If we are unable to reschedule the event, all fees will be refunded.

Every effort will be made to honor reservations, however, there could be circumstances where STGUMC may have to cancel or modify a reservation due to a higher-priority organization event or circumstances beyond our control. Reservation and Rental Fees will be refunded if STGUMC is unable to honor the reservation.

RESPONSIBLE USE

- Given the fluctuating risk associated with COVID-19, all STGUMC, Individuals (member and non-member) and outside organizations using the facility must follow the **Healthy Church Protection Policy (See Appendix A)** until further notice.
- To safeguard all children, youth and supervising adults, any organization including children or youth at an event must, at a minimum, comply with the **Child Protection Policy for Outside Organizations (See Appendix B)**. Please submit any organizational child protection policies to STGUMC with rental application. Children may not be left in the nursery without supervision in compliance with our policies.
- Individuals and Organizations using the facility are responsible for ensuring that the church is vacated properly at the end of the event including completing a **Responsible Use Checklist (See Appendix C)**.
- Please do not use any additional rooms without the prior consent of the church office/Trustees committee. There are often two or more groups using the facility at any given time and they need to respect each other's space and noise level requirements. If furniture needs to be moved in or out of rooms, please specify what you will need on the request form as special care needs to be taken with some furnishings and equipment.
- The Sanctuary is a place for worship; appropriate and respectful conduct, including activities, conduct and language is expected. Decorations and worship elements, such as the altar and lecterns, may not be moved or removed without prior permission. The sanctuary may not be used in a way that conflicts with our statements of faith.
- A/V Use, Operator and Fees: Groups are not allowed to use the audio/video equipment in the Sanctuary without approved training. The laptop is not available for use. This approval will be granted on a case-by-case basis.
- STGUMC is not responsible for disposition of any items left on the Church premises. There is a "Lost & Found" container in the narthex closet where misplaced items may be placed or retrieved.
- Prior approval is required for use of any electrical equipment not specifically supplied by the Church, including electrical lighting, heating elements, motors, or any other electrical equipment. The use of fuel generated lighting or candles require prior approval.

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- Decorations may not be taped, pinned, stapled, or nailed to walls, ceilings, or floors without prior approval. Candles where the flames are not exposed (i.e. globes, cup candles, etc.) may be used in worship settings and for table decorations in the Fellowship Hall. All other uses of candles are prohibited.
- Blocking hallways or exits is strictly prohibited.
- The main kitchen may only be used with prior approval and with properly trained kitchen safety monitor present. All refreshments, accompanying paper products, serving bowls, and utensils must be provided by the contact person and removed by the contact person.
- Any publicity material and/or making public service announcements including the STGUMC name must have prior approval by Church leadership. The user of the facility is expected to remove all items associated with their program immediately following the event.
- Special decorations within the church will not be moved for any outside event (e.g. Christmas tree in the Fellowship Hall or Sanctuary) without prior approval.
- Alcohol use, drug use, smoking, firearms, fireworks, and any other weapon are prohibited on Church property. Food and drinks are not allowed in the Sanctuary.
- Events may not exceed the posted capacity restrictions, or the current restrictions imposed by the **Healthy Church Protection Policy (See Appendix A)**.

LIABILITY AND INSURANCE

Organizations using our premises should provide a Certificate of Insurance as proof that they have adequate liability and medical expense coverage. STGUMC should be named as additional insured on their policy. If they are unable to provide this documentation, the organization may submit a Liability Waiver Request releasing STGUMC for any medical expenses resulting from activities on our premises as well as a commitment to make any repairs of damage incurred to our property resulting from those activities. Waivers are only permitted for individuals and organizations considered "normal community service activities" by our insurance policy. These include Alcoholics Anonymous and their affiliate groups, polling, food pantry, incidental medical clinics like flu shot clinics, counseling services, welfare-type office, reading clubs, Golden Agers, collections for clothes and food for needy, music lessons, Boy Scouts and Girl Scouts, and band and choir concerts (up to 500 attendees).

Organizations conducting higher risk activities, or to whom exclusive use of the premises is granted, must provide a Certificate of Insurance naming STGUMC as additionally insured. These include Exercise clubs (non-profit self-defense classes), band and choir concerts (over 500 attendees), shelters for the homeless, hot meal programs for elderly and poor, crusades, community centers, daycares, schools, and other churches for services.

- Groups/individuals are responsible for the repair of any damage to the facilities or any property and for any injury including death to persons; indemnify and hold the Church harmless from all claims, demands, actions, and causes of action of whatsoever nature on behalf of the organization or third parties and any individual member of the organization which may in any manner arise or grow out of the use of the church facilities.
- Parties utilizing these facilities will be responsible for following their own predetermined course of action to execute a security and medical response plan and will hold the Church blameless for situations arising during usage of the facilities. Security and medical response are the individual responsibility of each group or individual using the facility.

Guidelines for Use of Church Property and Facilities for Non-Members (Cont'd)

- STGUMC maintains its facilities in good working order for Church services and for use by its members. In the event there is an issue with the facility STGUMC will make reasonable efforts, given available resources, to remedy the situation, but makes no guarantees regarding the operating condition of the facility.

Guidelines for Use of Church Property and Facilities for Non-Members (Cont'd)

Appendix A: Healthy Church Protection Policy

St. George's United Methodist Church will use John Wesley's principle of "Do no harm" in attempting to balance safety and fellowship between people who enter our doors. We will use the Fairfax County COVID-19 website (<https://www.fairfaxcounty.gov/health/fairfax-county-health-department>) as the indication of community transmission rate and take the following mitigation actions commensurate with the reported level of transmission.

Level 1 – Minimal actions (Low community transmission)

- Masks optional indoors at church
- Food and drink consumption allowed indoors
- Collecting/maintaining contact tracing information optional for all groups

Level 2 – Moderate actions (Moderate community transmission)

- Masks optional indoors at church
- Food and drink consumption allowed indoors
- Maintain 3-ft social distancing while indoors at church
- Non-church group leaders maintain contact tracing information indoor meetings

Level 3 – Impactful actions (Substantial community transmission)

Continue actions at previous levels and:

- Masks worn indoors at church for all persons except while speaking from the pulpit
- Maintain 6-ft social distancing while indoors at church
- Food and drink consumption allowed outdoors only
- Church groups collect and maintain contact tracing information
- Minimize the time group meetings spend indoors
- Extended meetings or meeting combinations (e.g. Sunday school + fellowship + church) should be minimized, outside, or virtual

Level 4 – Restricted actions (High community transmission)

Continue actions at previous levels and:

- Masks required indoors at church for all persons at all times
- Congregational quiet singing during worship service
- Minimize frequency and duration of indoor gatherings

Level 5 – Quarantine actions

- Online worship service only
- Small, in-person gatherings by exception with pre-approval from church Post-COVID Re-entry Group (PRG)

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Appendix B: Child Protection Policy

St. George's United Methodist Church (STGUMC) is called to offer both hospitality and protection to children. The purpose of this policy is to assure that all organizations using our facility are providing a caring and secure environment for children, for youth, and for the adults involved in serving them.

Outside organizations using our facility who include children or youth in their activities must provide a copy of their own child protection policy for acceptance. At a minimum, the adult leaders of children and youth must be trained and adhere to the following policy requirements:

From the Virginia Department of Social Services Administrative Code:

CHILD ABUSE DEFINITION

Child abuse refers to an act committed by a parent, caregiver, or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. A child is defined as someone from birth through seventeen years of age.

The Virginia Administrative Code defines abuser or neglector as "any person who is found to have committed the abuse or neglect of a child pursuant to Chapter 15 (§ 63.2-1500 et seq.) of Title 63.2 of the Code of Virginia. The Virginia Administrative Code establishes four (4) categories of abuse or neglect, including:

- Physical abuse.
- Physical neglect (includes medical neglect).
- Mental abuse or neglect.
- Sexual abuse

To create the safest possible environment within our church community, several prevention measures will be utilized to prevent child abuse:

SCREENING FOR THOSE WORKING WITH CHILDREN

All STGUMC ministries and outside organizations using the facility must arrange to have each employed or volunteer leader for children or youth activities and ministries sign a statement indicating that he/she has never been convicted of child abuse. Each such person shall also undergo a criminal record check. Anyone who has had a child abuse conviction, as well as anyone refusing to sign the statement or allow for the check, will not be permitted to work with children or youth at STGUMC.

On occasion, in order to meet other requirements in this policy, a substitute volunteer, who has not had a background screening yet, may be used to assist a person who is certified by this policy. That will not be the regular setup for planned classes and activities.

TWO ADULT RULE

- Community groups of children or youth who meet at the church must either have two or more unrelated leaders present who have been through the child protection training or must have on file at the church an approved copy of their own Child Protection policy.
- If a group stays overnight at the church, or if a church-sponsored group leaves the premises, two or more leaders must be present and must include at least one male and one female, if the group is of mixed-gender. For an overnight stay, STGUMC must have a record of the names, addresses, and phone numbers for all the adults who will be staying with the minors.

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Appendix B: Child Protection Policy (cont'd)

- Anytime the number of children or youth exceeds the state guidelines, the number of adults will be increased to bring the ratio within those guidelines. The State guidelines are:

RATIO (CHILDREN : ADULT)	CHILDRENS' AGE (Requirement based on age of youngest child)
4:1	Infants
5:1	18 months – 27 months
8:1	27 months – 3 years
10:1	3 years – 5 years
18:1	5 years – 10 years
20:1	10 years - older

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Appendix C: Responsible Use Check List

Organization: _____

Point of Contact: _____

Date: _____

LOCATION	CHECKED	COMMENTS OR CONCERNS:
Furniture and equipment returned to original location		
Table surfaces wiped down		
Restrooms checked (toilets flushed and rooms tidied)		
Interior fire doors closed		
Trash removed to dumpster		
Rooms clean		
Appliances turned off		
Lights turned off		
Exterior doors locked		
Key Return (to Building Monitor)		

The above items have been checked and accomplished. I hereby attest that the Healthy Church Protection Policy and all applicable Child Protection policies were enforced.

Signature: _____

Date: _____

Name (printed) _____

Fill out this form and return it to the Building Monitor or place it in the Office Secretary's mailbox, which is in the Fellowship Hall, before you leave the building.

Thank you!
St. George's Trustees