Building Use Policy

Central United Methodist Church desires to serve its members and the community in a manner consistent with Christian principles and the Social Principles of the United Methodist Church. It is willing to make its facilities available in accordance with the following guidelines:

- A. The building should be left in the condition originally found. Should damage occur to the facility, the individual or group responsible should notify the church secretary, 540-886-3441/ office@centralumcstaunton.org, and will be expected to pay for the damage.
- B. A \$30 deposit for a building key is required. The deposit will be refunded when the key is returned.
- C. Smoking- including E-Cigarettes is not permitted in the building:
- D. Not permitted in the church building or on church property.
 - 1. Gambling (including bingo, raffles, lotteries, etc.)
 - 2. Use of alcoholic beverages or illegal substances
- E. Use and Cleaning of the Kitchen:
- 1. Wash and store dishes, glasses, utensils, coffee makers, punch bowls, serving dishes, cookware and food preparation equipment.
 - 2. Leave counters, sinks, stove and dishwasher clean.
 - 3. All linens used shall be washed and returned within 3 days.
 - 4. Clean vases and remove candle wax from candle holders.
 - 5. Place trash in proper receptacles in kitchen for the custodian to remove, including recycling.
 - 6. Remove all unused food.
 - 7. Sweep the floor.
 - 8. Turn off all appliances and lights.
 - F. Classroom (s) use:
- 1. Individual rooms may be used for small groups.
- 2. Individuals or groups are not to use supplies and equipment without permission by church office, pastor or trustees.
- 3. Rooms shall be left clean and in good order.
 - G. Fellowship Hall use:

The fellowship hall may be used for social or recreational activities.

- 1. No rough housing or ball playing of any kind is allowed.
- 2. Follow Fire Code regulations (posted on the wall beside the double doors).
- H. An individual or representative of the group using the Class Room (s), Fellowship Hall and Eagon Hall is responsible to:
- 1. Make certain participants of the event use proper conduct.
- 2. Provide at least 2 or more adult supervisors for children and youth at all times in accordance with the United Methodist Safe Sanctuary Policy.
- 3. Return furniture to its original position. When custodial work is necessary a 5 day notice is required.
- 4. Sweep the floor and place trash in the proper receptacles, including recycling.
- 5. Turn off all lights, fans and appliances.

- 6. Check restrooms used: commodes flushed, lights and water turned off.
- 7. Make sure all participants leave the building.
- 8. All exterior doors and windows must be closed and locked. Be sure door is locked and secure behind you.
- 9. Donations for use of the facilities by outside groups will be accepted and appreciated. However, in cer tain circumstances a rental fee will be charged.

I.	Policy A	Agreement:			
tablis	the policy shed by Ce	for the Fellowship Hall, the	classrooms and Eag	(group or organization) I have on Hall, and agree to abide by all the rules es-Fellowship Hall, the classrooms, and Eagon	
	Date: _	Time:	am/pm to:	am/ pm (Circle)	
	(1)				
	· /	Print Name		Signature	
	(2)	Print Name		Signature	
	Address	s:	,	VA	
	Phone #	#: ————————————————————————————————————			
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		On:			
	Key and	d deposit returned by:			
		On:			