

## BUILDING USE POLICY

**COMMUNITY UNITED METHODIST CHURCH**  
1690 Riedel Road, Crofton, MD 21114  
Office Phone: (410) 721-9129 Fax: (410) 777-3432 E  
Mail: [cumc@cumc.net](mailto:cumc@cumc.net)

### **1. Availability**

Previously scheduled church functions have priority. Uncommitted time remaining will be scheduled on a first come first served basis.

### **2. Application**

Requests should be made to the church office at least 30 days prior to the requested date of use. Written applications will be presented for approval and you will be notified within 7 to 10 business days.

### **3. Pricing and Contribution**

All groups and non-members will be charged according to the room reserved and the number of hours that the event will take place. Security deposits are refundable or may be subtracted from the total cost of the rental. Refunds will take place after the condition of the room rented has been inspected and any keys given out to event leaders have been returned to the Church Administrator.

<u>Room</u>	<u>Price Per Hour</u>	<u>Security Deposit</u>	<u>Maximum Capacity</u>
Fellowship Hall	\$150	\$150	355 (seated) 166 (banquet)
Kitchen	\$100	\$200	–
Classroom	\$75	\$75	20
Library	\$75	\$75	20
Youth Room	\$75	\$75	20
Sanctuary	\$150	\$150	320

\*Friends and Family of church members that want to rent a space will be able to receive 10% off of the total renting fee, upon approval.

### **Individual Church Members:**

Church members are requested to make a donation to offset our cleaning and utility bills. The church member must be the person holding the event and assuming responsibility for all damages. A check made out to Community UMC may be brought to the church office during our office hours or mailed to 1690 Riedel Road, Crofton, MD 21114.

### **4. Audio/Visual**

Audio/visual services may be provided by our trained A/V technicians. Indicate any A/V needs, with specifics, on the room request form on our website: [cumc.net](http://cumc.net). There may be an additional charge according to the needs of the applicants.

## **5. Restrictions:**

- No smoking in the building is strictly observed. Butt cans have been placed along the sidewalk leading to the back parking lot and Community UMC requests that all smokers use them to help keep the grounds clean.
- No alcoholic beverages may be served or brought on the premises.
- Responsibility for any damage to the property must be assumed by the person(s) submitting the request for use of the church facilities.
- Children/youth must be under adult supervision at all times and prevented from disturbing toys, and other material belonging to the Child Development Center.
- Babysitting is not provided by the church. Children not involved directly in the activity for which the building has been requested, must be supervised by parents or guardians.
- Building users are not permitted to play the electric keyboard (if present) or touch the sound or lighting equipment. Any damage to the sound or A/V equipment will result in forfeiture of the security deposit.
- Decorations may be used if attached with masking tape or any other low tack adhesive. Scotch tape, thumb tacks, nails, pins, etc., must never be used in any of the church spaces. Failure to comply with these guidelines will result in forfeiture of the security deposit.
- Any materials used during meetings/events must uphold copyright laws, and the room requestor takes responsibility for any violations and/or fines in reference to materials used by their group, should they occur.
- Classrooms are to be **nut-free** at all times.

## **6. Expectations for all users**

- Use only the room you have been assigned.
- Leave the area as you found it when you entered and all trash generated by users must be bagged and taken to the dumpster in the back parking lot.
- Ensure that all lights have been turned off and all doors have been properly closed.
- If you are using the building on a recurring basis, the code you received will be good only for the day and time you have requested. You must notify the church immediately if your use of the building is terminated or the dates you will be meeting have changed.

## **7. Fundraisers**

- Only Church Organizations or church chartered/sanctioned organizations (e.g. Boy Scout Troop 115, Girl Scouts) may hold or publicize a fundraiser. Any advertisement of the event must include that the views and actions of the group are not mirrored by the church. Only one fundraiser shall be scheduled at any time on the church Property. Exceptions must be requested of the Administrative Council through the Trustees.
- Dates are verified by the church office staff and then approved by the Trustees. Any date changes must be reapproved.
- Fundraising activity must not disrupt other activities taking place at the same time.
- The fundraising group is responsible for all set-up and clean-up.

## **8. Kitchen Use Policy / Expectations:**

- All leftovers are to be removed from the kitchen. Any food left in the kitchen will be thrown out.
- Leave nothing on the counters. Wipe down all surfaces after use. Clean, air dry and store all pots, pans, coffee urns, trays, and large beverage containers. Clean sinks of residual food/garbage. Leave no items in the sinks. Please clean the inside of the oven and microwave.
- Take home all personal serving pieces. Any items left will be donated after 2 weeks. Return all CUMC pantry items to the appropriate shelves or bins.
- Place all garbage bags in the outside dumpster.
- Sweep the kitchen floor.
- Make sure the outside door is shut and locked.

ALL PERSONS/GROUPS WILL BE ACCOUNTABLE TO ADHERE TO THESE RULES FOR KITCHEN USE. THE COMMITTEE APPRECIATES YOUR COOPERATION AND ASSISTANCE IN HELPING TO KEEP A MORE ORDERLY, CLEAN, AND ORGANIZED KITCHEN.

06-2021

\*This Building Use Policy supersedes all prior policies\*