

Facility Usage Agreement for Cape St. Claire United Methodist Church

Cape St. Claire United Methodist is pleased to support our community by offering the use of its facilities to community groups. Please return this agreement after reading and signing.

1. All non-CSCUMC groups (outside groups) asking to use the facility must be approved by the Pastor.
2. Terms for outside group use of the facility are approved by the trustees and/or the pastor. When the pastor and/or a board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles and ecumenical objectives. (¶ 2533.3)
3. Outside groups need to sign the Facility Usage Agreement.
4. Outside groups will provide personal contact information and identification for all group leaders and proof of insurance, which will be kept on file by the church. These need to be updated yearly.
5. If required, a key will be provided to the group leader. This key must not be duplicated. It needs to be returned at the end of the school year or other agreed period of use.
6. Any change in the group's leadership needs to be provided to the church office with updated contact and identification information. Former leaders shall return any key they were provided. New leaders will be issued a key if required. New leaders will also complete a Safe Sanctuary policy.
7. Should there be a scheduling conflict, internal church groups will have preference over outside groups. If this happens, please contact the church office for an alternative time or location.
8. Children: All outside groups that serve children (under the age of 18) must abide by the United Methodist Safe Sanctuary requirements for child safety. This means that leaders and all chaperones need to complete and provide the church a Safe Sanctuary questionnaire form (available from the church office). This also means that groups must always have 2 non-related adults present whenever children are present. Children must be supervised at all times while on church property.
9. Groups should only use the room(s) assigned to them and at the appointed time. Do not switch rooms or furniture. If you wish to make a room change, please request approval through the church office.
10. Please do not use tape or tacks on the walls or windows.
11. No smoking is allowed in the church building. Restrict outdoor smoking to the area outside the fellowship hall by the dumpster and please remove all smoking materials.
12. No alcoholic beverages are allowed on church property.
13. If any equipment is found unserviceable or damaged, please let the church office know so it can be remedied.
14. Any damage to church property caused by your group will be the responsibility of the group/organization using the facility.

15. Groups are required to clean the rooms they have used (except for the bathrooms) before leaving for the day. If any areas are found to be in unsatisfactory condition after your group's use of them, your group may be asked to return and remedy the situation.

A. Cleaning specifics for all used rooms:

1. Tables and chairs should be returned to their original placement.
2. Wipe down tables used for snacks or projects,
3. Remove trash, a dumpster is available in the Chestnut Tree parking lot
4. Close windows and doors. Lock any doors that you unlocked.
5. Turn off lights.

B. Additional Cleaning for the Fellowship Hall and Kitchen (when used)

1. Please remove your food after your event.
2. The kitchen and fellowship hall floors must be swept and damp mopped. Cleaning supplies and mop sink are found in the closet by kitchen door. Please empty mop water only down the mop sink and not down the kitchen sink drain.
3. Any counters and tables used need to be cleaned with water and a disinfectant cleaner.
4. Any food garbage must be bagged and tied before leaving it in the dumpster. Remove any other trash from your group. The dumpster is located in the parking lot on Chestnut Tree Drive.
5. The drains in the kitchen need to be cleared and emptied. There is no garbage disposal. No solid objects should be put down the kitchen drains.
6. Please leave the oven and any other equipment in the same condition you found it.
7. If you use a kitchen utensil please wash, dry, and return it.

16. If using the Sanctuary, please maintain an attitude of reverence. No food or drink other than water is allowed in the Sanctuary.

17. Consistent failure to follow the usage agreement may result in revocation of privileges.

I, (print name) _____ as representative of the following organization _____, agree to the above usage terms and accept responsibility for the enforcement of its clauses.

Signature

Date