



## **Timberlake United Methodist Church**

21649 Timberlake Road | Lynchburg, VA 24502

434.239.1348 | timberlakeumc.org

### **FACILITY USE POLICY**

#### **I. INTRODUCTION**

The following policy has been approved by the Church Council of Timberlake United Methodist Church and is the official policy for the use of its facilities.

#### **II. GENERAL**

The Church exists for the purpose of worship, education, and missions, and ministers to its members, constituents and the people of the community and the world. Church property and facilities are intended to be used primarily for the functions of Timberlake United Methodist Church, the Lynchburg District and the Virginia Annual Conference of the United Methodist Church.

The use of the facilities by other religious, charitable, cultural, educational or character building organizations and individuals is permitted provided such use does not interfere with normal church functions. It is intended that any use of these facilities will be in keeping with the United Methodist traditions of reverence to God and with respect of one's neighbor as well as the Social Principles of the United Methodist Church. (as listed in Paragraphs 160-166 of *The Book of Discipline of the United Methodist Church*.) Those who use the facility may not do so for personal profit except if approved in writing by The Trustees and The Church Council.

Outside groups wishing to use the Church facilities may request permission through the Church Administrator in person, by way of phone, email or the church's web site. At such time, an "Application for Building Use" will be provided, along with a copy of this policy, a "Facilities Use Agreement" form and any other guidelines deemed necessary.

#### **III. POWER TO REFUSE AND/OR CANCEL ACTIVITIES**

The Pastoral Staff is authorized to refuse any request or cancel any activity if the activity does not conform to the use, intent, or restrictions outlined in this policy.

#### **IV. GENERAL RULES OF THE BOARD OF TRUSTEES**

##### **SMOKING POLICY**

All members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

##### **ALCOHOL AND DRUG POLICY**

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

##### **NO GAMES OF CHANCE**

Policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles, lotteries, or bingo.

*Our mission is to reach, feed, and release people to be the hands and feet of Jesus.*



## **Timberlake United Methodist Church**

21649 Timberlake Road | Lynchburg, VA 24502

434.239.1348 | timberlakeumc.org

### **SUPERVISION OF CHILDREN AND YOUTH**

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

No fewer than two adults must be present at all times during any program or event involving children.

These adults must be 18 or older.

Any questions regarding this policy should be directed to the Director of Children's Ministries or the Director Family Ministries

### **USE OF RED DYES**

Red Kool-Aid or other drinks containing red dye are not permitted to be used within the church building because they stain very easily.

### **STORAGE**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

### **EMERGENCY SCHEDULING CONFLICTS**

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

### **PARKING**

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

### **SECURITY**

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property. We do have a 24-hour surveillance on our outdoor areas.

## **The Use of Specific Rooms**

### **Sanctuary /Zone**

1. The primary purpose of the Sanctuary is for worship and The Zone is for Student Ministries. Any other activity conducted in these spaces must be approved by the Lead Pastor.
2. The use of the church's audio/visual equipment must be pre-approved and a trained church representative must be present to operate the system.
3. Because of the complex heating/cooling system, only those with special training are permitted to change the controls.
4. No food or beverages are allowed in the Sanctuary/Zone.

*Our mission is to reach, feed, and release people to be the hands and feet of Jesus.*



## Timberlake United Methodist Church

21649 Timberlake Road | Lynchburg, VA 24502

434.239.1348 | timberlakeumc.org

### Family Life Center

1. Youth and/or children's groups using the Family Life Center must be supervised by an adult. This adult is responsible for any breakage or damage to church property and is required to notify the Church so that arrangements can be made for repair or replacement of such property. Any accidents or injuries must be reported immediately to a staff member.
2. Tables, chairs, or other furniture set up for a program must be put away at the conclusion of the program, and the room must be returned to its original arrangement. Failure to do so will result in forfeiture of deposit.
3. Chairs and tables may not be moved from other parts of the building without prior approval. Such permission should be requested on the "Application for Building Use" **and** verbally communicated to the church administrator.
4. Groups requesting the Family Life Center must confine their activities to that part of the church only.
5. Activities must be limited to those stated on the "Request Room Usage" form that you submitted online.
6. Cleanup will be the sole responsibility of the user and will include all areas used by the group including restrooms, grounds, and parking lot. All trash should be taken to the dumpster located in the back parking lot. Failure to clean up properly will result in forfeiture of deposit.
7. All lights must be turned off and doors secured after activities.

### Kitchen

1. Groups must provide their own supplies.
2. A list of kitchen rules is posted in each kitchen and should be followed by all groups using the space.
3. Kitchen must be left clean with all trash removed. Please place your trash in the dumpster in the back parking lot.

### Classrooms

1. Groups must leave the room set up as they found it. Room tables and chairs may not be moved from one room to another, or from other areas of the building, without prior permission. Such permission should be requested on the "Application for Building Use" **and** communicated verbally with the church administrator.
2. No items may be taped to walls. Request may be made for easels on the "Request Room Usage" form that you submitted online.
3. Trash should be removed and placed in dumpster located in the church's back parking lot.
4. All lights must be turned off in both rooms and restrooms after activities.
5. All group activities are limited to the room the group requested. Group members are not granted automatic access to other parts of the building since other groups may be meeting and rooms may be set up for other activities.

*Our mission is to reach, feed, and release people to be the hands and feet of Jesus.*



**Timberlake United Methodist Church**  
21649 Timberlake Road | Lynchburg, VA 24502  
434.239.1348 | timberlakeumc.org

### Use of Furnishings or Equipment

#### Pianos

Pianos may be used (with care) in rooms in which they are found. Pianos are not to be moved room to room. If a room with a piano is needed, make that request on the "Application for Building Use." Special Arrangements can be made with prior permission from the Director of Music Ministries.

#### Church Organ

The Church Organ is not available for use except by the Church Organist or other authorized church personnel, unless specific arrangements have been made with the church.

#### Audio Visual Equipment

A digital projector and screen may be available upon request. These items may only be used within the church buildings and are not allowed to be used off site. Please indicate such request on the "Request Room Usage" form that you submit online. Arrangements will need to be made regarding pick-up or checking out of equipment. If you are an outside group or individual who requires Audio Visual set-up or take down, you must use one of our a/v approved technicians.

### Fees & Deposits

Use of building fees are as follows on the attached sheet.

#### Cleaning Deposit

A \$100.00 refundable cleaning deposit. The cleaning deposit will be refunded if the room(s) used are left in proper condition as determined by our custodial staff.

#### Dispensing of keys to the building (For Members/Non-members/Outside Groups)

A deposit of \$25.00 will be required before receiving a key. This deposit is fully refundable if the terms of this policy are fully adhered to by your group. If so, the deposit will be reimbursed upon return of the key. Keys may be picked up in the main office the week of the event Monday through Thursday between 9:00 a.m. and 12:00 p.m. **Keys will not be given out on Fridays. Key will need to be returned the following Monday.**

Separate key/deposit arrangements will be made for long-term groups which meet in the church weekly.

*Our mission is to reach, feed, and release people to be the hands and feet of Jesus.*



**Timberlake United Methodist Church**  
21649 Timberlake Road | Lynchburg, VA 24502  
434.239.1348 | timberlakeumc.org

### **TIMBERLAKE UMC FEE SCHEDULE FOR FACILITY USE**

Classroom	\$25.00 per event/per room
Zone / Room 32	\$250.00 per event
Hughes Hall with/without Kitchen	\$100.00 per event
Family Life Center & Family Life Center Kitchen	\$400.00 per event for group event/200.00 individual party
Family Life Center Kitchen Only	\$100.00 per event
Family Life Center Only	\$300.00 per event for group event/200.00 individual party
Sanctuary	\$350.00 per event
Picnic Shelter/Field/playground	\$25.00 per event
Audio Visual Personnel	\$50.00 per hour

The pastoral staff and the Church Council have the authority to reduce or waive building fees for particular persons and groups for their use.”

All groups are responsible for setting up and returning the room to the original configuration. All trash to be removed and put into dumpster in back parking lot, all lights, ovens, etc to be turned off. Please make sure all doors are locked.

Groups which use the church weekly, or regularly, must continue to adhere to the Building Use Policy. Individual members of these groups, or the groups themselves, who wish to use the building for purposes other than the regularly scheduled meeting (i.e. birthday parties) must contact the church for an “Application for Building Use.”

ALL activities on Church property must be pre-approved by church officials. All approved functions will have an “Application for Building Use” and a “Facilities Use Agreement” form on file and signed by a representative of the group and by appropriate church officials, and be accompanied by a deposit which will be refunded upon proper clean-up and key return. If your activity or function has not gone through these steps, then your event is unauthorized by Timberlake United Methodist Church. Please help us continue to be a welcoming church and adhering to these policies.

*Updated October 2021*

*Our mission is to reach, feed, and release people to be the hands and feet of Jesus.*