



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 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 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 Timberlake’s traditions of reverence to God and respect for each brother and sister in Christ. Those who use the facility may not do so for personal profit except if approved in writing by Executive Director.

Outside groups wishing to use the Church facilities may request permission through the Church Office in person, by phone, email, or on the church’s website. At such time, an "Application for Building Use" will be provided, along with a copy of this policy, a “Facility Use Agreement” form, and any other guidelines deemed necessary.

III. POWER TO REFUSE AND CANCEL ACTIVITIES

Church 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

SMOKING POLICY

All members of all groups using our facilities shall always abide 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 to deny usage 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

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



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SUPERVISION OF CHILDREN AND YOUTH

Timberlake 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.

Adults must be 18 or older.

Any questions regarding this policy should be directed to the Church Office or Director of Children's 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 easily stain fabrics and carpets. Failure to abide by this rule and resultant damage/stains will result in forfeiture of the security deposit, and may result in additional fees for cleaning/repair.

STORAGE

No storage is available for organizations.

EMERGENCY-SCHEDULING CONFLICTS

The church reserves the right to pre-empt for its own needs any facility use and reservations 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 that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any vehicle damage is at the owner's expense; the church is **not** responsible for theft or damage to personal property. The group representative who signs this request assumes all responsibility for notifying all group attendees and all attendees release Timberlake from all liability.

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 24-hour surveillance on our outdoor areas. **No exterior doors are to be unattended if unlocked.** During any event, an adult must be at any unlocked door to prevent unauthorized entry by individuals not associated with the event.



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The Use of Specific Rooms

Sanctuary /Zone

1. The primary purpose of the Sanctuary is for congregational worship, and The Mill is for Student Ministries. Any other activity except weddings, funerals and concerts, are not permitted.
2. The use of the church’s audio/visual equipment must be pre-approved, and a trained church representative must be available to teach or 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 or The Mill.

Family Life Center

1. An adult must supervise youth and children's groups using the Family Life Center. 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 church staff member.
2. Tables, chairs, or other furniture set up for a program must be put away after the program, and the room must be returned to its original arrangement. Failure to do so will result in forfeiture of the deposit.
3. Chairs and tables may not be moved from other areas 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.
5. Activities must be limited to those stated on the "Request Room Usage" form you submitted online.
6. Cleanup will be the user’s sole responsibility and 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 the deposit.
7. All lights must be turned off and doors secured after activities.

Kitchen

1. Groups must provide their supplies. No church supplies located in the kitchen are to be used.
2. A list of kitchen expectations 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.



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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 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 office.
2. No items may be taped or stapled to walls. A request may be made for easels on the "Request Room Usage" form you submitted online.
3. Trash should be removed and placed in the 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 access to other parts of the building.

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 Minister of Worship.

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 Minister of Worship.

Other Musical Instruments

Other musical instruments (drums, guitars, keyboards) are not available for use except specific arrangements have been made with the Minister of Worship.

Audio Visual Equipment

Use of any audio/visual equipment **must be preapproved**. 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 a request on the "Request Room Usage" form you submit online. Arrangements will need to be made regarding pick-up or checking out of equipment. All external groups or individuals who requires Audio Visual set-up or take down, must use one of Timberlake's AV-approved technicians **or** have prior training and approval for usage. Any AV equipment use depends upon equipment availability, the purpose of use, and the availability of Church provided AV technicians. All AV equipment settings must be returned to their original setting.

The Use of Church Computers is Prohibited.



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Fees & Deposits

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 your group's terms of this policy are fully adhered to. If so, the deposit will be reimbursed upon the 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. The 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.

TIMBERLAKE FEE SCHEDULE

Classroom	\$25.00 per event/per room
The Mill / 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 for individual party
Family Life Center Kitchen Only	\$100.00 per event
Family Life Center Only	\$300.00 per event for group event/200.00 for individual party
Sanctuary	\$350.00 per event
Picnic Shelter/Field/playground	\$25.00 per event

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

Groups that use the church weekly or regularly must 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 complete the online Building Use form.

ALL activities on Church property must be pre-approved by church staff. All approved functions will have a completed "Application for Building Use" and a completed "Facilities Use Agreement" form on file, signed by a group representative and appropriate church staff, and be accompanied by a deposit which will be refunded upon proper clean-up and key return.



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I _____ represent all individuals participating in my event. I have read this entire document and agree to adhere to these rules. I understand that no reservation is confirmed until the Office Manager has received:

1. All necessary completed online forms and,
2. All required deposits and,

the Timberlake Office Manager has provided me with written approval notice of my reservation request.

I also understand that any requests or needs that I or my event may have that are not included in the initial reservation request may not be added without the written approval of the Church Office Manager.

My signature below represents my acceptance of all risk and liability related to the use of the facility, and I and everyone in my group releases Timberlake from any and all claims of liability.

I allow the church to retain a copy of my driver's license as part of this application process.

 Signature

 Printed Name

 Telephone Number

 Email Address

 Address

 Address

 Address