

**New Beginnings United Methodist Church**  
**Policy and Guidelines for Use of the Church Facilities**  
**210 Rainbow Lake Road, Boiling Springs, SC 29316**  
**(864) 599-1303**

**Date Issued: 01/12/2014**

**PURPOSE:**

The various facilities of New Beginnings United Methodist Church (NBUMC) exist to enhance its programs of worship, education, evangelism, membership cultivation and enrichment, missions, social concerns, and family life. The church exists to reach people both within and outside community of faith with the good news of the Gospel, and to better equip them to use their God given gifts in every area of their life and influence.

**PRINCIPLES:**

1. Mindful of the Christian commitment to serve, by this policy all use of NBUMC facilities shall be in compliance and accordance with the Book of Discipline of the United Methodist Church and the mission of NBUMC as directed by the Senior Pastor and Trustees.
2. The Church, through its Senior Pastor and Trustees, reserves the right to make final determinations as to whether a group may use Church buildings, facilities or equipment.
3. Any group or individual (using the buildings, facilities or equipment of NBUMC) found to be in violation of these guidelines or found to be in conflict with the purposes and/or mission of NBUMC may have those usage privileges revoked and forfeit any deposit paid.
4. The Church reserves the right to have a NBUMC representative at any meeting or event on the premises.
5. General wedding information, standards, a Wedding planning guide and fee schedule relating to weddings at NBUMC are available in the Church Office.
6. Lost and Found: The lost and found box is located at the Church Lobby. Lost items will be returned to the owner when the owner requests and properly identifies those items. Everyone is encouraged to put their names on all personal items. NBUMC is not responsible for lost items.
7. All supporting documents will be kept in binder in church office.

## **REQUIREMENTS:**

1. No commitment for facility use not covered by NBUMC liability insurance outside of normal church sponsored activities (ie. Worship services, bible studies, fellowship gatherings) is finalized until the **NBUMC Facility Use Agreement** has been completed and executed as follows:
  - a. Any commitment up to 2 weeks shall require **Senior Pastor** approval and a completed **NBUMC Facility Use Agreement**.
  - b. Any commitment in excess of 2 weeks (either by consecutive days or recurring individual days) shall require **Senior Pastor** and **Trustees** approval, and a completed **NBUMC Facility Use Agreement**.
2. All facility use will require a certificate of insurance covering their membership of liability and listing NBUMC as an additional insured party and/or a completed **NBUMC Waiver of Liability and Hold Harmless Agreement** by the participants.
3. If minors are participating in activity, All facility use will require Safe Sanctuary training and certification for all leaders. Supervision of all uses shall adhere to all **NBUMC Safe Sanctuary** guidelines.
4. NBUMC requires a **Two-Adult Rule**: A minimum of two adults is required for all close-quarter programming with children and youth. Other ratios may apply in accordance with the Conference Policy. Where it is impossible to staff two adults in every room, we will have an additional adult serve as a floater. The floater will have visual and physical access to all areas (either requiring doors to be open or having prominent windows in the doors). For guidance consult Safe Sanctuaries at <http://www.umcsc.org/safesanctuaries/documents/SafeSanctuarypolicy.pdf>
5. All facility uses shall be completed by 8:00 pm of the evening requested and be returned to operational condition for following day church activities.

## **RULES:**

1. Request for **ALL** use of facilities shall be made by submitting a completed **NBUMC Facility Use Agreement** to the church office.
2. Scheduling of events outside of normal church functions will be coordinated through the Church Office. In case of conflicting schedules, the first recorded event has precedence. Any conflicts or appeals will be resolved by Church Council. A 30 day notice will be required for facility use over a 2 week period.
3. Facilities and programs of the church are not to be used for partisan political purposes or for commercial sales that are not sponsored or supported by NBUMC.
4. A refundable Security / Custodial deposit of \$100 will be required for use of facilities. This fee is refundable upon proper cleaning of requested area as outlined under **Facility Use Expectations**.
5. A sponsoring member of NBUMC listed on Application form shall be responsible for providing adequate supervision on site at all times of scheduled activity. When minors are involved in activity, this includes adhering to Safe Sanctuary Policy and supervision of church property.
6. Any facility use request not specifically covered in this list of policies must be acted upon by Church Council.
7. Chairs, tables, kitchen equipment, etc., in church facilities are not to leave the church property without a completed **NBUMC Facility Use Agreement** listing equipment needed.
8. The use of all NBUMC facilities and equipment will be at the risk of the participant/user. New Beginnings United Methodist Church (NBUMC) does not assume liability or responsibility for any participant/user. New Beginnings United Methodist Church does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures or furniture. A completed **NBUMC Waiver of Liability and Hold Harmless Agreement** shall be filed for all church facility use.
9. Outside parties are not allowed to use the permanent church audio/visual system. A portable sound system is available for use when required.

## **RESTRICTIONS:**

1. Items prohibited in church facilities:
  - a. Use of tobacco, alcoholic beverages, or illegal drugs in any form.
  - b. Pets (except for service dogs)
  - c. Profane language
  - d. Disrespectful behavior
  - e. Firearms, weapons, and fireworks.
  - f. Anything that could detract from a Christian atmosphere.
  
2. Items prohibited on church grounds:
  - a. Use of alcoholic beverages, or illegal drugs in any form.
  - b. Profane language
  - c. Disrespectful behavior
  - d. Firearms, weapons and fireworks (except for Church Sponsored events)
  - e. Anything that could detract from a Christian atmosphere.
  
3. Athletic shoes are required on the gym floor during play.
  
4. Appropriate dress and conduct is expected at all times.
  
5. NBUMC does not allow memorials to be placed inside or outside of church facilities.

### **FACILITY USE EXPECTATIONS:**

1. All non-NBUMC sponsored groups shall be required to pay a Custodial Services fee deposit of \$100 which shall be refundable if facility is returned to existing condition before request for use, or chairs returned to layout as coordinated with church office as needed for next event.
2. Participants are expected to vacuum, mop, or provide other general cleanup as needed to return room to existing condition before use of room.
3. Groups using the buildings are responsible for turning off the lights, returning thermostat to the "AWAY" setting, and removing all trash to the dumpster.
4. All furnishings and equipment should be returned to their proper place as coordinated with church office before leaving the building. This includes chairs, tables, kitchen equipment and audio / visual aids.
5. At the conclusion of any activity, all food and personal items must be removed.
6. All non-NBUMC sponsored groups are responsible for costs of replacing any damaged items by their participants during use of facility. Any deficiencies in facility should be reported to church office.
7. Failure to comply with any of above listed items will result in forfeiture of Custodial Services fee deposit.

### **SECURITY:**

1. The designated group leader must agree to and support all NBUMC security practices in force at the time of use of the facility including educating participants on the **NBUMC Evacuation Plan**.
2. Unlocking and locking the doors are the responsibility of NBUMC sponsoring member. At no time should exterior doors be left ajar compromising the security of the buildings. In addition, the group leader shall not admit anyone other than those known to be a member of their group. Group leads knowingly doing so may risk having their group's use of the facilities forfeited by such actions.
3. The NBUMC sponsoring member listed on the **NBUMC Facility Use Agreement** is responsible for making sure all persons exits the premises and that the Church premises are secure.

## **DEFINITIONS:**

**NBUMC** - Every church building and the entire church grounds are all part of New Beginnings United Methodist Church.

**Member** - A person who is on the membership role or is enrolled in the ministry of NBUMC.

**Guest** - A person in attendance with NBUMC member or someone who is in attendance with a person enrolled in the ministry of NBUMC.

**Visitor** - A visitor is an individual who is with outside groups or teams, spectator, party participant, or touring individual.

**Children** - Children are those who have not started the 7th grade. Supervision will be in accordance with **NBUMC Safe Sanctuary Policy**.

**Youth** - Youth are those young people who have either started or are past the 7<sup>th</sup> grade. Supervision will be in accordance with **NBUMC Safe Sanctuary Policy**.

**Custodial Services fee** - includes general cleaning, table set-up & take-down, and trash removal. Custodial Services does not include dishwashing, clearing tables, or kitchen cleanup. This is the responsibility of the reserving individual. Reserving individual is responsible for cleanup. If cleanup is unsatisfactory, then the requestor will forfeit their deposit.

**Facility or Facilities** – Includes all NBUMC church property including grounds, buildings and equipment.

**Safe Sanctuaries** – A United Methodist required policy for the protection of children. Safe Sanctuaries policies include such things as screening and checking references for paid employees and volunteers; preventing abuse, recognizing signs of abuse and reporting incidents of abuse.

**Group Leader** - Person listed on the **NBUMC Facility Use Agreement**.

**NBUMC Facility Use Agreement**

Name of Group: \_\_\_\_\_  
NBUMC Member Sponsor: \_\_\_\_\_  
Group Leader: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Application Date: \_\_\_\_\_

Please List Group Type: \_\_\_\_\_  
(ie: Social, Civic, Service, Educational, Charitable, Non-Profit, Family)

Are any of your group members of NBUMC? If so, please list their names:  
\_\_\_\_\_  
\_\_\_\_\_

Please briefly describe your activity and/or any request for waivers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Describe Date(s) Requested: \_\_\_\_\_  
(ie. Every Wed. from date to date)

Time Needed (from) \_\_\_\_\_ (to) \_\_\_\_\_  
Equipment Requested: \_\_\_\_\_

Custodial Services Fee Deposit: \$100 (make checks payable to NBUMC)  
Building Use Fee (From Fee Schedule): \_\_\_\_\_

I have read the policies and provisions for the use NBUMC facilities and agree that our group \_\_\_\_\_ will to abide by them.

Signature (Group Leader): \_\_\_\_\_ Date \_\_\_\_\_



For Office Use Only  
Approved: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Basis of Approval: \_\_\_\_\_

Review of space following event completed by: \_\_\_\_\_

Refund Approved: \_\_\_\_\_ by: \_\_\_\_\_

All forms received:

- Waiver of Liability
- Safe Sanctuary
- Insurance Certificate

**New Beginnings United Methodist Church**  
**Waiver of Liability and Hold Harmless Agreement**

In consideration for receiving permission to use New Beginnings United Methodist Church (NBUMC) facilities, I and the group I represent hereby release, waive and discharge NBUMC from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, and we covenant not to sue NBUMC, its officers, agents, servants, or employees (hereinafter referred to as releasees) for any damage or harm sustained by any group member, or any of the property belonging to us, whether caused by the negligence of the releasees, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I further hereby agree to indemnify and hold harmless the releasees from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my group's use of the church/s facilities, whether caused by negligence of releasees or otherwise.

I understand that NBUMC does not maintain any insurance policy covering any circumstance arising from my participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my group's insurance portfolio.

It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above named releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of South Carolina.

I acknowledge receipt of the **NBUMC Evacuation Plan**. It is my responsibility to educate the entire group being sponsored for recommended emergency response guidance.

Any attempt to nullify or void this agreement or any litigation concerning the applicability of the agreement shall result in the individual/group being responsible for attorney fees, court costs, and legal expenses. Any cause of action resulting as a result of the individual/groups use of the premises/building or the agreement would have to be heard in Spartanburg County (venue). This agreement cannot be amended or changed except by a writing signed by the appropriate individual of the church (no oral modifications).

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## **NBUMC Facility Use Fee Schedule**

<b>Description</b>	<b>Non-Member</b>	<b>Member</b>
M&M Gym / Sanctuary	\$50/hr (\$500 max)	\$0
M&M Kitchen	\$250 w/Gym or \$500 alone	\$0
Kid Link Main Building	\$30/hr (\$300 max )	\$0
Meeting Room	\$25	\$0
Picnic Shelter	\$50	\$0
Wedding Fees	See Wedding Policy	

Fees are daily cost: (8:00 am – 8:00 pm). All building uses shall be cleaned and returned to normal operation by 8:00 pm of day of use. All rentals are (2) hour minimum.