



Facilities Use Policies & Guidelines

Steps to Schedule Facilities Use

1. Complete a Facilities Use Request Form, obtained from the church office via email (office@midwayumc.org) or in person during office hours (Monday – Thursday, 8:30 – 4:30).
2. Attach any additional information you feel might be useful in supporting your request.
3. Return the completed form to the church office, where it will be evaluated and you will be notified if it's approved or not.
4. Once a request is approved, payment must be made in full to finalize your reservation, along with a signed Facilities Use Agreement Form.
5. Please allow at least 2 weeks between the request and the event.

Fees for Facilities Use

See MUMC Facilities Use Fee Schedule

Rules & Expectations

MUMC relies on the assistance of those who use our facilities to help maintain a clean, safe, and spiritually-inviting environment.

- All individuals and/or groups are expected to exercise reasonable care and judgement to prevent defacement, damage, or breakage. The person signing the Agreement Form shall be responsible for paying all costs incurred by the church for cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgement of the Business Administrator, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person or group involved.
- The reserved hours will be strictly adhered to, and additional fees may incur if events begin before or extend after the reserved time.
- Provision of food and beverages must be approved in advance (no glass beverage bottles permitted).
- Alcohol and other controlled substances are prohibited anywhere on MUMC campus and will result in immediate withdrawal of the group. Smoking is not allowed anywhere inside the church building.
- Weapons of any kind, included loaded or unloaded firearms, are not permitted on MUMC campus, except those authorized under the current MUMC guns policy, or those carried by on-duty law enforcement officials. Violation is sufficient grounds for any staff member to immediately notify authorities to report the presence of weapons and will result in immediate withdrawal of the group.
- Live animals are not permitted on MUMC campus, except for certified service animals.
- Wandering through the building beyond the reserved space is not allowed, except as needed for entrance, exit, and restroom use.
- Children must be supervised by their parent or other responsible adult while on MUMC campus.
- MUMC reserves the right to refuse space reservations to any individual or organization it feels does not represent the best interests of the church.

Use of Specific Spaces

Classrooms/Meeting Rooms/Fellowship Hall/Gathering Area

- All rooms have been equipped with a standard setup chart and photo. Please reset the room according to the chart. If no chart, reset room to original condition.
- Do not disconnect audio/visual equipment.
- Wipe down tables if food/beverages are served. Turn off lights and place all trash in dumpster behind the building as you leave.

Sanctuary

- No food or beverages (except bottled water) are allowed in the Sanctuary.
- MUMC's musical instruments may not be used or moved without the prior consent of MUMC's Minister of Music.
- Audio/visual equipment may only be moved and/or operated by a trained MUMC representative and additional fees will apply – see MUMC Facilities Use Fee Schedule. No other sound, recording, or video equipment may be connected to church-owned equipment without prior approval by MUMC's Minister of Music.
- Do not move anything in the Sanctuary. Special setups must be approved in advance and arranged through MUMC's Minister of Music.
- Please remove all trash and personal items upon departure and restore the room to its original condition.

Kitchen

- All dishes/utensils must be washed, dried, and returned to their proper storage space.
- Nothing is to be left in sink or on countertops.
- Please clean all countertops and appliances.
- Sweep the floors after use and if they are wet or greasy, they must be mopped.
- Nothing may be left in refrigerator/freezer without plans for future use or disposal.
- Turn off lights and place all trash in dumpster behind the building as you leave.

Storage

There is no storage available for organizations other than Midway UMC ministries, so all event accessories are to be stored off-site.

Wheels

Bicycles, skateboards, and roller skates/blades are not to be used inside the building or outside on any pedestrian sidewalks or walkways.

Decorations

Decorations may be attached to the walls or doors with painters tape ONLY. No decorating is permitted in the hallways. Decorations must be removed immediately following the event.

Parking

Parking on the church campus is only available during the time that the group has contracted to use the facility. Any damage to vehicles is at the owner's expense. MUMC is not responsible for theft or damage to personal property.

Security

MUMC strives to maintain a safe and secure environment within its facilities. However, no systems are foolproof. We ask that all guests pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage or personal property.

Overnight Guest Policy

Overnight events are prohibited, with the exception of MUMC sponsored events. No outside group will be granted permission to remain on the church campus overnight.

Emergency Scheduling Conflicts

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

Supervision of Children and Youth

MUMC 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:

- Children and youth under the age of 12 must be supervised by a responsible adult at all times.
- No fewer than two adults must be present at all times during any program or event involving children.
- The supervising adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to MUMC's Director of Children's Ministry.



Non-members Fee Schedule for Facilities Use
(1-4 hours, cleaning fee included)

Total fee is to be paid at the time the space is scheduled by submitting a Facilities Use Form to the Business Administrator.

25% of fee is a non-refundable deposit.

Business Administrator is to be notified of cancellation by email within 48 hours of the event to receive 75% of the fee back.

Price for members is 1/2 of the above fee schedule.

Fees for wedding are listed separately on the Wedding Application & Guidelines

Chapel - \$500

Sanctuary - \$600, Sound technician - \$100 an hour, including time to setup

Fellowship Hall - \$300

Kitchen - \$400

Fellowship Hall and Kitchen - \$600

Gathering Area - \$200

200 Hallway Room - \$50 an hour

Gym and Bathrooms - \$500

Nursery or 100 Hallway Room - \$100 an hour*

*Childcare only with approval of Children's Director and safe sanctuary approved workers.

Liability Waiver and Policy Agreement

As representative of the group requesting the use of the facilities, and by signing this agreement, I accept the responsibility for my group to adhere to the policies and procedures described in *MUMC's Facilities Use Policies & Guidelines*. I agree to hold harmless Midway United Methodist Church from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about these premises, causing injury to any person or property.

Organization Name _____

Signature _____

Print Name _____

Date _____

Email _____ Phone _____