



## Facilities Use Policies & Guidelines

### Introduction

<sup>12</sup> *It is a land the LORD your God cares for; the eyes of the LORD your God are continually on it from the beginning of the year to its end. (Deuteronomy 11:12 NIV)*

<sup>8</sup> *I will lie down and sleep in peace, for you alone, O LORD, make me dwell in safety. (Psalm 4:8 NIV)*

Like our own homes, Hillside United Methodist Church is a place where we extend hospitality to family members and guests. We would not invite anyone into our own homes without having certain safeguards in place to insure safety and preserve that with which we have been blessed. The church is a busy place whose primary purpose is to make disciples of Our Lord and Savior Jesus Christ by igniting Christ-centered community.

Facilities use is under the jurisdiction of the Board of Trustees. The Executive Minister administers policies related to facilities. No commitment for facilities use can be finalized until the *Facilities Use Agreement* has been completed and accepted by the Reservations Committee under the terms and conditions outlined within this policy.

For purposes of these guidelines, a Member is defined as someone who has joined Hillside UMC by vowing to support the church with their prayers, presence, gifts, service and witness, and who is listed as a member on the official church roles. Fees for Non-Members may, under certain circumstances and at the sole discretion of the Reservations Committee, be reduced for Non-Members who are associated with ministries sponsored or promoted by Hillside United Methodist Church.

Hillside United Methodist Church has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Local organizations and individuals may be allowed to use the facilities for one-time events based on availability and purpose. Our first priority is to the ministry and membership needs of the church. Priority is then given to non-profit groups that are supported by the church and, finally, to other non-profit organizations. Use of our facilities is not allowed for personal profit or for use by for-profit organizations.

Approval of the use of the facilities and/or grounds by an outside group or individual does not constitute or imply endorsement of any group, their mission, or their positions on any issue. Non-Hillside groups approved to use the facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activity or

## Facilities Use Policies & Guidelines

advocacy may take place within our buildings or on our grounds which conflicts with the mission, vision, values or practices of the congregation or the United Methodist Church.

Included in these guidelines are the following:

- Steps to Schedule Facilities Use
- Fees For Facility Use
- Rules & Expectations
- *Facilities Use Request* Form
- *Facilities Use Agreement* Form

### Steps to Schedule Facilities Use

1. Complete a *Facilities Use Request* Form. The form is included in the back of this guide or you may download one from our website [www.hillsideumc.org](http://www.hillsideumc.org) by clicking on the *Hillsiders* tab and navigating down to the *Facilities* section. Optionally, you can complete and submit the form online. You may also obtain a copy from the church office during normal business hours (Mon-Thu 8:30am-4:30pm or Fri 8:30am-1:00pm).
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your request.
3. Return the completed *Facilities Use Request* to the church office. Your request will be evaluated by the Reservations Committee and you will be notified if it is approved or not approved.
4. When a request has been tentatively approved, the requestor will receive a *Facilities Use Agreement* form recapping the request, as well as identification of any applicable fees assessed for usage of the space and resources requested. To finalize a reservation, the requestor must sign the *Facilities Use Agreement* form and return it to the church office along with the required deposit(s) as indicated on their copy of the form. See details below in the *Fees For Facilities Use* section.
5. Please allow **at least two weeks** between the request and the event. Typically, requests for space related to events not directly sponsored by Hillside United Methodist Church may not be finalized any sooner than 90 days prior to the event. Exceptions may be allowed, but may require a non-refundable deposit to be determined by the Reservations Committee.

### Fees For Facility Use

There are potentially five fee components associated with each usage – Deposit, Usage Fee, Impact Fee, Special Access Fee, and Special Staffing Fee.

Deposit – A refundable deposit may be required and will be assessed by the Reservations Committee at the time the initial request is tentatively approved. The deposit will be returned within two weeks following the event, if the facilities are left in satisfactory condition and all fees have been paid in full.

## Facilities Use Policies & Guidelines

Usage Fee – Fees are assessed based on the space and time requirements requested for the event. Fees listed are for each hour, including preparation and cleanup times. Usage fees must be paid in full prior to the beginning of the event.

Impact Fee – Impact Fees will be assessed at the discretion of the Reservation Committee taking into account factors such as setup requirements, number of participants, use of special equipment, foodservice needs, etc. In extraordinary circumstances, impact fees may exceed the nominal fees listed below. Impact fees must be paid in full prior to the beginning of the event.

Special Staffing Fee – Utilization of certain space and resources requires trained personnel, and fees for such staffing will be determined based on need and requirements of the church. Events with expected attendance over 50 people must have a Hillside Event Coordinator present during the event and event clean-up. Special Staffing Fees will be billed according to actual staffing. Refundable deposits will not be returned until Special Staffing Fees are paid in full.

Special Access Fees -- *Special Access Fees* may be charged if there is a need to access the facilities outside of normal operating hours and/or when the church is closed in observance of a church holiday. Special Access fees must be paid in full prior to the beginning of the event.

### Fees For Non-Members

	<u><b>Fee</b></u>	<u><b>Deposit</b></u>
Celebration Hall	\$100/hr (2 hr min)	\$300
Sanctuary	\$75/hr	\$200
Fellowship Hall or Youth Suite	\$75/hr	\$100
Classroom	\$50/hr	-0-
Main Kitchen	\$200	\$200
Community or Youth Kitchen	No Charge	\$100
Special Staffing:		
Event Coordinator	\$50/hr	
Kitchen Supervisor	\$30/hr	
Custodians	\$100/Event Space	
A/V Technician	\$75	

### Fees For Hillside Members

	<u><b>Fee</b></u>	<u><b>Deposit</b></u>
Celebration Hall	\$75/hr	-0-

## Facilities Use Policies & Guidelines

Sanctuary	\$50/hr	-0-
Fellowship Hall or Youth Suite	\$50/hr	-0-
Classroom	\$25/hr	-0-
Main Kitchen	\$75/hr	\$100
Community or Youth Kitchen	No Charge	-0-

### Staffing:

Event Coordinator	\$50/hr
Kitchen Supervisor	\$30/hr
Custodians	\$100/Event Space
A/V Technician	\$75/hr

### Impact Fees For Hillside Members & Non-Members

	<u>0-20 People</u>	<u>21-99 People</u>	<u>100+ People</u>
Minimal Setup	\$25	\$35	\$50
Substantial Setup	\$50	\$75	\$100

### Special Access Fees For Hillside Members & Non-Members

Special Access	\$25/Access
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### NOTES:

1. *Minimal Setup* refers to arrangement of furniture already in the event space.
2. *Substantial Setup* refers to setup requiring relocation of furniture into or out of the event space or inclusion of special event-related decorations, podiums, equipment, or other furniture.

## Rules & Expectations

In order to be good stewards of our facilities, the Facilities Management team here at Hillside United Methodist Church relies on the assistance of those who use the facilities to help make sure that, together, we do all we can to maintain a clean, safe, and spiritually inviting environment. Outlined below are some expectations for your group's usage of our facilities.

### General Expectations

- All individuals and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person signing the *Facilities Use Agreement* shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the

## Facilities Use Policies & Guidelines

judgment of the Executive Minister, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person or group involved.

- The hours for which space is reserved will be strictly adhered to. At its discretion, Hillside may assess additional fees should an event start earlier than indicated on the reservation, or if it extends beyond the end-time indicated on the reservation. Additional fees may be assessed in quarter hour increments based on the hourly rate set forth in the *Fees For Facilities Use* section above.
- Audio/visual equipment may only be moved and/or operated by a trained Hillside representative (additional fees apply – see **Fees For Facilities Use** above). Group-provided sound, recording, or video equipment may not be attached to church-owned equipment through cables or connectors without prior approval by the Minister of Worship.
- Musical instruments (organ, pianos, keyboards, guitars, amplifiers, etc.) may not be used without the prior approval of the Minister of Worship. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Minister of Worship. Instruments may not be moved except by permission of the Minister of Worship and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and re-tuning, as well as the move back to the original location and subsequent re-tuning.
- Provision of food and beverages must be approved in advance. Red drinks of any kind are prohibited.
- Glass beverage bottles are not permitted.
- The serving, consumption, or use of alcohol or other controlled substances is not allowed at any time on church property, including within the facilities or on church grounds. **Violation of this rule is sufficient grounds for any staff member to demand immediate withdrawal of the group and to deny future use of our facilities.**
- Weapons of any kind, including loaded or unloaded firearms, are not permitted on the Hillside campus except those carried by on-duty law enforcement officials. **Violation of this rule is sufficient grounds for any staff member to immediately notify authorities to report the presence of weapons on campus and to have the violator and their group removed from the premises. Violators may be denied future use of, or access to, church facilities.**
- All participants in any event shall abide at all times by our “No Smoking” rule in all parts of the building, including corridors and restrooms. **Violation of this rule is sufficient grounds for any staff member to demand immediate withdrawal of the group and to deny future use of our facilities.**
- Live animals are not permitted on the campus without prior written approval, except for certified service animals.
- Wandering through the building beyond the space reserved is not permitted, except as needed for entrance, exit, or restroom use.
- All children must be supervised at all times, including when on the playgrounds (see **Supervision of Children and Youth** below). Under no circumstances, for any event, are children to be allowed to roam the building. If childcare is not

## Facilities Use Policies & Guidelines

provided for the event, then children must, at all times, be in the company of their parent or other responsible adult. This policy applies to all events here at Hillside regardless of membership affiliation.

- Visiting groups and individuals may not use church copiers, computers, or other equipment.
- Hillside 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***

- All rooms have been designated with a standard room setup. Setup charts and photos are posted in each room. Please reset the room according to this setup. If there is no setup posted, please return it to the way you found it.
- Please do not disconnect sound/video equipment.
- All trash and garbage is to be removed from the room and placed in the hallway trashcans.
- Vacuum the room when you are done if crumbs or debris remain from your event. Vacuums are located in the Janitorial Closet in room 1425 downstairs by the main office and room 2411 upstairs.
- Wipe down the tables if food and/or beverages were consumed at your event.
- If the classroom has a bathroom, please make sure that it is clean as well.
- Turn off the lights when you exit the room.

#### ***Large Meetings Spaces (Fellowship Hall, Celebration Hall, Youth Suite)***

- All rooms have been designated with a standard room setup. If you are using the room without requesting any special set up then please reset the room according to the posted standard setup. If there is no setup posted, please return it to the way you found it. If you requested a special set up, then please leave the room set up as you found it.
- Please do not disconnect sound/video equipment.
- Pick up your trash. All trash and garbage must be removed from trashcans and placed in the dumpster located behind the church facility. A clean bag should be in the bottom of the trashcan for replacement.
- Vacuum the room when you are done if crumbs or debris remain from your event. Vacuums are located in the Janitorial Closet in room 1425 downstairs by the main office and room 2411 upstairs.
- Wipe down the tables if food and/or beverages were consumed at your event.
- If you use a stage area, please clean it after using it. Put away any chairs, stools, or tables that you placed there. Do not leave equipment, personal materials, or trash on the stage.
- Turn off the lights when you exit the room.

## Facilities Use Policies & Guidelines

### **Sanctuary**

- Food and beverages other than bottled water are not allowed in the Sanctuary.
- Musical instruments (organ, pianos, keyboards, guitars, amplifiers, etc.) may not be used without the prior approval of the Minister of Worship. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Minister of Worship. Instruments may not be moved except by permission of the Minister of Worship and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and re-tuning, as well as the move back to the original location and subsequent re-tuning.
- Audio/visual equipment may only be moved and/or operated by a trained Hillside representative (additional fees apply – see **Fees for Facility Use** above). Group-provided sound, recording, or video equipment may not be attached to church-owned equipment through cables or connectors without prior approval by the Minister of Worship.
- Remove paper, debris, trash, and/or personal items from the Sanctuary, including from the platform area, pews, aisles, and narthex.
- Do not move anything in the Sanctuary. Special setups must be approved in advance and arranged through the Reservations Committee.

### **Kitchens (Main Kitchen, Community Kitchen, Youth Suite Kitchen)**

- The Main Kitchen may only be used under the direct supervision of individuals with current *ServSafe*® certification. Outside caterers must also provide proof of liability insurance. Proof of certification and insurance must be provided to the Reservations Committee before the kitchen will be opened and made available for use.
- Space must be cleaned after each use.
- Any spills must be cleaned up.
- The cabinet and countertops must be wiped clean.
- Floors are to be swept.
- If the floors are wet or greasy they must also be mopped.
- All dishes and utensils used must be washed, dried, and returned to their proper storage space. Nothing should be left in the sink or on the countertops.
- All trash and garbage must be removed from trashcans and placed in dumpster outside at the rear of the Celebration Hall. A clean bag should be in the bottom of the trashcan for replacement.
- No food or beverages are to be left in the refrigerator or freezer without plans for its further use or disposal. Please use the available masking tape and permanent marker to record when it was left, what group is responsible for it, and a contact phone number. Unmarked leftovers will be disposed of and may result in an extra charge to the organization using the kitchen.
- Make sure all appliances are turned off and clean as well.
- Turn off the lights when you exit the room.

# Facilities Use Policies & Guidelines

## **Starting and Ending Times**

Event schedules are restricted to the following times:

- Monday through Thursday from 7:00 am until 9:00pm
- Friday 7:00 am until 10:00 pm
- Saturday from 9:00am until 6:00pm
- Sunday – Hillside facilities are reserved for the use of Hillside ministries and Hillside affiliated groups on Sundays. No outside events will be allowed.

Outside events will not be allowed on an official church holiday or on the weekend preceding an official church holiday. Please call the Church Office with inquiries regarding church holidays.

The building must be completely cleared no later than 9:30pm on weekdays and 6:30pm on Saturday. Exceptions to these time restrictions must be approved in advance by the Reservations Committee and will be subject to a custodial surcharge.

## **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**

Hillside United Methodist 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:

- Children and youth under the age of 12 must be continually supervised by a responsible adult at all times while on the Hillside campus.
- 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 the Director of Children's Ministries.

## **Nursery Use**

The nursery facilities may be available by arrangement at least two weeks prior to the event by contacting the Director of Children's Ministries. Our safety standards require

## Facilities Use Policies & Guidelines

that two nursery care providers be present to operate the nursery. At least one of these must be a Hillside United Methodist Church qualified caregiver; both must be adults over the age of 18.

### **Decorations**

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

### **Storage**

There is no storage available for organizations other than Hillside ministries and, as such, all organizations using the facility are responsible for storing event accessories off site.

### **Wheels**

Bicycles, skateboards, roller skates/blades, and/or wheelies may not be used inside the building or outside on designated pedestrian sidewalks or walkways.

### **Parking**

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

Parking overnight on the church campus is not recommended but is allowed for those meeting at the church to attend church sponsored functions. Anyone parking their vehicle for such a purpose should park on the back side of the Celebration Hall. Ministry leads are responsible for communicating this to their members. Any loss or damage to vehicles parked on the church campus overnight is at the owner's expense. The church is not responsible for theft or damage to personal property.

Specific permission must be received from the Board of Trustees to park any type of trailer, recreational vehicle, or commercial type vehicle on the church campus overnight. Such permission will only be granted for bona fide ministry reasons, or for reasons that, in the Board of Trustee's sole opinion, further the mission of the church.

Any vehicles or trailers parked on the church campus for the purpose of storage shall be in good repair (paint in good condition, no rust), moveable (no flat tires), and shall be identified as to the ministry or group the vehicle belongs to.

## Facilities Use Policies & Guidelines

### **Security**

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

### **Overnight Guest Policy**

Overnight events are prohibited with the exception of Hillside Ministry sponsored events (i.e. youth retreats held onsite). No outside group will be granted permission to remain on the church campus overnight.

The church recommends that transients seek shelter at any of the free shelters in Cobb and Cherokee County. If that is not possible, the church has an overnight transient policy that allows for them to receive overnight shelter at a local motel as directed by one of the Pastors and only with a voucher provided by the church. No individuals will be granted permission to remain on the church campus overnight. This includes:

- no person will be permitted to remain in the facilities overnight,
- no person will be permitted to park on the church campus overnight and remain in their vehicle. This includes RV's.