

# **LARCHMONT UNITED METHODIST CHURCH**

## **PROPERTY/FACILITIES/EQUIPMENT USE AND FEES POLICY**

APPROVED BY LUMC TRUSTEES 5/11/26, REVIEWED BY LUMC ADMINISTRATIVE COUNCIL 5/26/26

### **The Mission**

Help Seekers Begin in Faith    Help Believers Grown in Faith    Help the Community Thrive in Faith

### **The Vision**

Be a vibrant, engaging and inclusive church that follows Jesus Christ.

### **Introduction**

LUMC's property, facilities and equipment are intended to be used primarily for the functions of Larchmont United Methodist Church ("LUMC"). LUMC recognizes that its ministry to its members and to the community at large is enhanced through a broad use of its property, facilities and equipment. Accordingly, the use of LUMC's property, facilities and equipment by LUMC members, staff, other religious organizations, nonprofit groups (including charitable, cultural, some governmental, and educational organizations), individuals, and approved for-profit organizations is permitted, provided such use does not interfere with normal church functions and does not adversely reflect on LUMC.

### **Purpose**

This Policy sets forth policies, procedures, responsibilities, and terms of agreement relating to the use of LUMC property, facilities and equipment and serves as the official policy governing use of LUMC property, facilities and equipment. Other LUMC policies or guidelines may work in tandem with this Policy and should be consulted. The previous Building Use Policy approved in 2014 becomes null and void upon the effective date of this Policy.

### **Authority for Establishment of Policy**

"Subject to the direction of the charge conference, the Board of Trustees shall have the supervision, oversight, and care of all real property owned by the local church and all property and equipment acquired directly by the local church or by any society, board, board, class, commission or similar organization connected therewith." (The Book of Discipline of the United Methodist Church,

Paragraph 2532). Additionally, the Discipline instructs the Trustees to ensure that the church, its properties, and its personnel are protected against risk (2549.7). Therefore, the Trustees will establish liability insurance requirements

## **General Conditions**

### **A. Groups and Persons approved to use LUMC Property, Facilities and Equipment-definitions, priority of use and certain conditions based on definition**

- 1. LUMC Groups** - LUMC encourages the full utilization of its property, facilities and equipment by groups sponsored by the church and church members. LUMC Groups includes worship services, Sunday School programs, Vacation Bible School programs, Children's and Families' programs, Larchmont United Methodist Preschool, church-sponsored activities (e.g. Anchor Men, Women's Group, Beacon Youth Group, Missions, church affiliated music groups/programs, Scouts, Alcoholics Anonymous, etc.), administrative functions, outreach functions, and fellowship functions.
  
- 2. LUMC Members and Staff Use**- LUMC Members and staff may use LUMC property, facilities and equipment for personal events (anniversary and birthday parties, baptism celebrations, engagement or bridal showers, etc.) when space is available and approval is granted. Such personal events are approved on a case-by-by case basis with the Senior Pastor or designee (designee is defined as a person authorized to act in the Senior Pastor's absence or a staff member authorized by the Senior Pastor to approve such requests) and the Trustees. People who are not LUMC Members or Staff but have a long-time association with LUMC may be approved for use of properties, facilities or equipment under this category.
  
- 3. Related UMC Groups**- LUMC property, facilities and equipment are also available for the Coastal District, the Virginia Conference, and approved ecumenical organizations.
  
- 4. Non-LUMC Groups**- LUMC encourages the use of its properties, facilities and equipment by charitable and community service groups, children's and youth programs, local educational institutions, civic leagues, LUMC affiliated Missions and Outreach organizations, other religious organizations, and limited governmental use. When a pastor and/or a board of trustees are asked to grant permission to an outside organization to used church facilities, permission can be granted only when such use is consistent with the Social Principles (paragraphs 160-166) and ecumenical objectives." (Book of Discipline, paragraph 2532). LUMC's Senior Pastor or designee will determine if the use is consistent with the Social Principles.
  - a. Non-profit groups supported by LUMC**- non-profit groups supported by LUMC through sponsorship, charter, or financial means are not required to pay for use for use of property and facilities for regular meeting rooms. However, such groups may be required to provide certificates of insurance, pay for damages or otherwise contribute to LUMC activities (Pumpkin Patch, lawn clean up, Rise

Against Hunger, etc.). Non-profit groups which have LUMC members as leaders/members will be treated as LUMC non-profit groups and not “member usage.”

- b. Non-profit groups not supported by LUMC-** non-profit groups not supported by LUMC may use LUMC properties and facilities when space is available and approval is granted. Such non-profit groups will be subject to requirements for fees and certificates of insurance unless waived by the Trustees.
  - c. Weddings, baptisms, funerals and related religious ceremonies for non LUMC Members and Staff-** if approved by the Senior Pastor or designee, non LUMC Members or Staff may use LUMC properties and facilities for weddings, baptisms, funerals, and related religious ceremonies. Such groups will be subject to requirements for fees and certificates of insurance unless waived by the Trustees.
  - d. Governmental agencies-** LUMC property, facilities and equipment may be used for limited governmental activities (election precincts, programs sponsored to educate or provide services to the community, etc.).
- 5. For-profit organizations-** LUMC properties and facilities may not be used for profit-motivated activities (fund-raising projects by organizations within LUMC are not considered “profit-motivated”). Under very limited circumstances, for-profit organizations may conduct limited business (music lessons, art lessons, tutoring, etc.). For-profit organizations may use the property and facilities for meetings and programs when profit-making activities are not being conducted. The purpose of restricting for-profit organizations from conducting business on properties or facilities is to protect LUMC’s non-profit status, accordingly the following conditions will apply:
- a.** For-profit organization may not list LUMC, its facilities or property as the corporate office for the for-profit organization.
  - b.** LUMC will not be responsible for any business costs, licenses, taxes, debts, bills, fees, violations, or claims for loss of business, workers compensation, or unemployment insurance related to the for-profit organization.
  - c.** For-profit organizations will provide a certificate of insurance in an amount required by LUMC that names LUMC, its officers, employees and volunteers as additional insured.
  - d.** LUMC staff will not be considered employees or agents of the for-profit organization and will not provide services or assistance for the for-profit organization.
  - e.** For-profit organizations that require inspection by Department of Health may not be approved for use of church facilities or property for provision of services.
  - f.** LUMC will not be responsible for facilities or property improvements or upgrades requested or required by the for-profit organization.

- g. LUMC reserves the right to not approve the use of the church property, facilities or equipment for any reason.

**B. Table of Priorities of Use**

<b>Priority</b>	<b>Group/Person Designation</b>
<b>1</b>	<b>LUMC Groups</b>
<b>2</b>	<b>LUMC Members, Staff, People with long standing LUMC relationship</b>
<b>3</b>	<b>Related UMC Groups</b>
<b>4a</b>	<b>Non-LUMC Groups supported by LUMC</b>
<b>4b</b>	<b>Non-LUMC Groups not supported by LUMC</b>
<b>4c</b>	<b>Weddings, baptisms, funerals and related religious ceremonies for non LUMC Members and Staff</b>
<b>4d</b>	<b>Governmental agencies</b>
<b>5</b>	<b>For-profit Organizations</b>

**C. Church Calendar-**

A church calendar listing events and activities at LUMC shall be maintained by the Administrative Assistant in the church office. This is the official church-wide schedule. It will be kept as far as in advance as practical and will include all routine and repetitive activities as well as special events.

**D. Application Procedures**

1. Applications for use of LUMC’s property, facilities and equipment shall be submitted to the Church Administrative Assistant in advance of the scheduled use, preferably three weeks in advance. Applications will be logged in by the Church Administrative Assistant during Church Office hours and in the order that the applications are received. Requests shall be made using the LUMC Property, Facilities and Equipment Use Application Form (Appendix C). Special applications are required for: weddings, non-LUMC funerals and memorial celebrations; and c) alcohol-related events. Policies and applications related to weddings, non-LUMC funerals and memorial celebrations, and alcohol- related events can be obtained from the Church Administrative Assistant or found on the LUMC website.
2. Applicants will be given a copy of this Policy and asked to read it before submitting their application. Besides reviewing the general guidelines, the applicants should be alerted to the user fee schedule (Appendix D) and (if applicable) the special guidelines for use of the kitchen (Appendix E).
3. After reviewing these materials applicants shall complete the required application(s) and submit the application(s) to the Church Administrative Assistant via e-mail, FAX or paper copy.

4. Granting approval for use of LUMC property, facilities or equipment use is the responsibility of the Board of Trustees, in consultation with the Senior Pastor. In general, requests for property, facilities or equipment use will be reviewed at a regular monthly Trustee meeting (second Monday of each month or as otherwise scheduled). Trustees may approve/disapprove applications by electronic or telephonic means. In cases where permission is needed before the next Trustees meeting or when a majority of the Trustees are not able to review and act on an application through electronic or telephonic means before the time the use is requested, the approval of the application may be made by the Chair of the Board of Trustees or Senior Pastor or designee will be sufficient for periods or for limited use. If the Trustee Chair and the Senior Pastor or designee are unavailable, another member of the Trustees will act on the application.
5. Use of property, facilities or equipment that requires Pastoral services, custodial services, a LUMC approved event coordinator, an organist/pianist, soloists, LUMC approved bus driver, trash removal services, audio/visual recording or broadcasting assistance are conditioned upon LUMC obtaining the necessary personnel for such services or approving an outside alternative. For events that require permits or licenses, approval is contingent upon the applicant obtaining the necessary permits or licenses.
6. Applications will be granted only if said request does not conflict with a church activity scheduled at that time or an expected church function. People wishing to reserve LUMC property, facility or equipment shall consult the Church Administrative Assistant as to their preferred dates and times. If these dates and times are open, the Church Administrative Assistant may reserve the activity date(s) subject to final approval by the Trustees in consultation with the Senior Pastor.
7. If the Trustees and the Senior Pastor approve an application, the Church Administrative Assistant will work with the Senior Pastor or the Trustees to determine the applicable fees (consistent with the fees or charges set forth in this Policy or related policies such as the wedding, funeral or alcohol related policy). Additionally, the extent of the property, facilities or equipment and other relevant restrictions will be set forth in the approval. The Trustees reserve the right to determine the extent of permission granted. For example, because of the high cost of energy, use of the building may be limited by the Trustees to areas easily and economically heated or cooled.
8. If the application is approved, the Church Administrative Assistant will normally send an e-mail indicating approval to the person who filed the application. If, after a reasonable time, the person who filed an application for the use of LUMC property, facilities or equipment has not received a reply, that person should inquire with the Church Administrative Assistant to determine if the request has been approved.
9. If the application is approved, any fee(s) is due prior to final confirmation of the event. For ongoing regular events, any user fees are due by the end of the month prior to the month of the event(s).

10. LUMC reserves the right to approve or to disapprove an application for use of LUMC property, facilities or equipment or to cancel an approved application for use of property, facilities or equipment for good and just cause. LUMC will not be responsible for costs related to such decisions.

## **E. Liabilities and Proof of Insurance**

### **1. Damage, repairs, replacement or additional cleaning.**

Damage to LUMC property, facilities or equipment, broken or missing equipment, and rooms/facilities/equipment left in a condition requiring additional cleaning, additional trash requiring additional trash services, will be the responsibility of the group/person using the facilities. Notice of damage or requirement for additional cleaning will be made via e-mail. Should the affected group or applicant disagree, a meeting will be called to try to resolve the issue.

### **2. Insurance and liability**

- a. LUMC is not responsible for accidents, injuries or loss of personal property in connection with use of any of its facilities by groups/persons outside LUMC's ministries. Depending upon the risk factor of the property, facility or equipment use activity, LUMC may require liability insurance in an amount of not less than two million dollars.
- b. A Certificate of Insurance must be submitted with an application for all events requiring liability insurance. Insurance must list Larchmont United Methodist Church, its officers, employees and volunteers as "an additional insured " for dates of individual events or with a more general statement, if use is on an ongoing regular basis.
- c. Exceptions can be made with approval of the Board of Trustees to accept a signed waiver (see Appendix B, "LUMC Waiver of Liability and Hold Harmless Agreement") of liability by groups or individuals desiring to utilize the facilities.

## **F. Security and safety**

1. The designated Person in Charge or Group lead shall agree to and support all LUMC security and safety practices in force at the time of use of LUMC property, facilities or equipment.
2. All people and groups using LUMC property, facilities and equipment shall ensure they have read and agree to abide by LUMC's Child Protection Policy (copy available from the Church Administrative Assistant or the LUMC website).
3. Unlocking and locking the doors are the responsibility of the Person in Charge or Group Lead (the individual identified as group lead on the Application [Appendix C]). At no time shall exterior doors be left ajar compromising the security of the buildings. In addition, the Person in Charge or Group Lead shall not admit anyone other than those known to be a member/invitee of their group. Persons in Charge or Group leads knowingly doing so may risk having their or their group's use of the facilities forfeited by such actions.

4. Upon event completion, the Person in Charge or Group lead on the application is expected to be responsible for making sure all persons exit the premises, that the Church premises are secure, that all doors are locked and pulled tight, and that all equipment and lights are turned off. If the Person in Charge or Group lead determines that a door cannot be secured, that there are any leaking sinks or toilets or that anything in or on the property, facilities or equipment requires attention that cannot wait until the next business day, the Person in Charge or Group lead should contact the designated Church Official prior to leaving.

### **G. Person in Charge or Group Lead**

An Adult shall be identified as the “Person in Charge” or “Group Lead” for all events. The Person in Charge or Group Lead will be identified on the application. The Person in Charge or Group Lead will be responsible for:

1. Ensuring that enough supervising people are available to maintain good order and discipline in the person’s or group’s use of property, facilities or equipment.
2. Ensuring that the group remains in the approved area of the LUMC property and/facilities only.
3. Ensuring that the group and the event or activity does not exceed the purpose approved through the application process.
4. Ensuring that all children are properly supervised and not left unattended.
5. Ensuring that LUMC policies and procedures for use of property, facilities or equipment are followed.
6. Contacting law enforcement, fire department or emergency services should conditions be required during the activity or event required.
7. Obtaining any permits or licenses required for the activity or event including tents, noise, outdoor events, parades, etc.
8. Being at the place of the scheduled meeting or activity prior to the group entering the facilities or property, and remaining at the facilities or property following such meeting or activity to see that everyone has left the facilities and/or property, that everything is in order including:
  - i. All equipment and furniture are returned to their proper places.
  - ii. All trash is picked up and properly disposed of in outside trash receptacles, or in the case of large events- special trash disposal is arranged and complied with.
  - iii. All equipment and property belonging to the group is removed or stored in assigned place.
  - iv. All interior lights are turned off (except exit lights).
  - v. All windows are closed and locked, exterior doors are closed and latched or locked securely.
  - vi. All food/drink brought for the event is removed at the conclusion.
  - vii. Trash is taken to the outside trash receptables.
  - viii. Tables, counters, kitchen equipment are cleaned.
  - ix. Decorations and displays must be removed immediately following the activity unless otherwise agreed to at the time the activity is approved.

- x. Permission is obtained to remove/rearrange furniture or decorations.
- xi. All equipment used for preparation, cooking and/or serving food or drink properly cleaned and put away.
- xii. Tents or other equipment used for outdoor activities must be dried and properly stored.
- xiii. Any damage or destruction of facilities, property, or equipment is properly reported to the church and, if the damage or destruction causes the property or facilities to be unsafe or insecure, immediately contacting the designated church official. The Person in Charge or Group Lead must remain onsite until a church official can come to the property or facility to decide how to proceed.
- xiv. Complying with any other terms or conditions required by the LUMC.

### **G. Conduct expectations and prohibited activities**

All people and groups using LUMC property and facilities shall be restricted to the area(s) requested and approved for use and shall comply with the following rules:

1. Smoking (including vaping and electronic cigarettes) is prohibited in any LUMC building or a church vehicle. Smoking outside of the church building is prohibited near the Preschool, the Playground, the Sanctuary doors, and the Columbarium. All cigarettes and ashes must be fully extinguished and properly disposed of.
2. Alcoholic beverages may only be used in accordance with LUMC's Alcohol-related event policy.
3. Illegal or controlled substances are prohibited on or in LUMC properties, facilities or equipment.
4. Running or shouting is not allowed inside the building, except for approved children's or youth activities.
5. Profane, discourteous, disrespectful, and discriminatory language or conduct is prohibited.
6. No food or drink is allowed in the Sanctuary or Chapel unless approved by the Senior Pastor or designee.
7. Church musical equipment (including the church organ or pianos), church recording/broadcasting equipment, computers, copy machines or printers are prohibited unless specific authority has been provided.
8. Decorations must be kept to the designated areas. The use of adhesive tape, tack, glue or putty on walls is prohibited. Only painter's tape (available at hardware stores and labeled specifically as "painter's tape") is permitted for affixing decorations or displays.
9. Animals, other than service dogs, are not permitted in the building other than for special church events, for Preschool activities, and for educational, outreach or Missions projects. Animals may be allowed on outdoor property for approved activities if such animal is under the control of the owner and all animal excrement is removed. However, the Greenspace and other outdoor property are not to be used for dog parks.
10. Overnight accommodation or activities are limited to approved activities such as worship services, Mission activities, Youth events, Scouts, or educational groups. No

person or group is authorized to live in or store personal possessions in the Church building or on the church grounds (other than the Parsonage or similar home owned or under the control of the church).

11. Parking vehicles in the Church parking lot is limited to those people attending worship services, Preschool, approved events, contractors, and staff. Overnight parking must be approved by Senior Pastor or designee or a Trustee.
12. Firearms are not permitted on or in LUMC property or facilities except by security officers or law enforcement.
13. Gambling is prohibited on LUMC property or facilities. Raffles, bingo, silent auctions, 50/50 events that are part of LUMC activities or approved events are not considered gambling.
14. Sexual conduct, sexual harassment, pornography or any form of harassment or bullying are prohibited on LUMC property or facilities.
15. Candles or open flames are prohibited unless approved by the Senior Pastor or designee for worship services, weddings or funerals.
16. Fireworks and drones are not authorized on facilities or property.
17. Criminal activity.
18. LUMC property, facilities or equipment shall not be sold, given away, or otherwise disposed of without the express permission of the Board of Trustees.
19. Actions in violation of LUMC policies.

#### **I. Room set up**

Rooms should generally be used with existing tables, chairs, and furniture. Specific set up information (how many chairs, furniture arrangement, etc.) shall be provided on the paperwork turned into the Church Administrative Assistant. LUMC does not have custodial services available to do set up or break down, therefore if such services are needed, arrangements should be made with the Church Administrative Assistant and fees may be involved.

#### **J. Conditions of facilities and property.**

LUMC is an historic and over 100-year-old building. As with most older buildings, facilities from time to time are in need of repair or are limited in full use. People/Groups using LUMC facilities, property or equipment should check with the Church Administrative Assistant before the meeting or event to learn of any current limitations or repair work being done on LUMC property, facilities or equipment. LUMC cannot guarantee that LUMC facilities, property or equipment will be in full working condition. Reasonable efforts will be made to accommodate the meeting or event.

#### **K. Outdoor property and facilities.**

LUMC outdoor property and facilities may be used under conditions set by LUMC. LUMC seeks to be a good and responsible member of the community, therefore use of outdoor property and facilities must be in accordance with conditions set by LUMC. LUMC does not guarantee that grass and open space areas will be cut, mulched, weeded, free of pests and insects, or accessible for persons with mobility limitations, or drained of excess water. Users of the grass and open spaces

assume the risk of entering and remaining in these areas. People/Groups using these areas may request and pay for lawn services prior to using these areas. LUMC will not be responsible for upgrading or altering the open space or outdoor property and facilities for groups using these areas.

## **L Special Provisions**

1. **Change of Meeting Dates, Times and/or Locations-** Once approved, use of property, facilities or equipment is guaranteed except in case of:
  - a. Unforeseen emergency, pandemic or natural disaster.
  - b. inclement weather.
  - c. Election precinct needs.
  - d. Limitation on use of property or facilities due to government limitation (health department, fire department, zoning, etc.).
  - e. Conditions of property, facilities or equipment that prevent the meeting or activity from proceeding.
  - f. Church events that cannot be scheduled to another date or time (funeral, etc.).
  - g. Determination by the Senior Pastor or designee, Trustees or the Administrative Council that the group or an individual associated with the meeting, event or activity or the nature of the meeting, event or activity does not reflect favorably on LUMC due to conduct or philosophy (criminal conduct, violation of laws or statutes, health conditions, political, philosophical or cultural positions, etc.). Reasonable efforts will be made to resolve the concerns prior to the determination that that approval is revoked.
  - h. Other good and just cause.

## **M. Violation of Policies.**

Violation of the rules and policies for use of LUMC property, facilities or equipment may be cause for denying or revoking permission for future use.

## **N. Use of Equipment**

1. **Church Bus (vehicle)**
  - a. The Church bus (or other vehicle) is generally only available to LUMC groups. Church Members, Staff members and related groups may be approved to use the bus for non-LUMC activities or events under limited circumstances.
  - b. The bus driver must be at least 25 years of age and must be registered with the Church Office as a church bus driver. Bus Drivers must present a valid driver's license and personal insurance. A driving record from the Department of Motor Vehicles may be required on a biennial basis for all bus drivers. Bus drivers must have driving records that show no excessive speeding, reckless driving, accidents or other driving conduct that would suggest that the bus driver is unsafe or poses a liability to the Church. Bus drivers must report any traffic violations, suspension or revocation of driving privileges to the Church Office.
  - c. Scheduling of the bus will be by the Church Administrative Assistant with the approval of the Trustees.

- d. Reimbursement for fuel, oil, and repair expenses will be made upon presentation of receipts to the Finance Committee.
- e. The bus driver must complete, sign, and date the Driver Pre-Trip/Post Trip Inspection Checklist.
- f. The bus driver and passengers must adhere to all safety and conduct rules.
- g. The following information is on the bus:
  - i. Insurance information.
  - ii. Vehicle registration.
  - iii. Church emergency Phone Number.
- h. A bus driver is required to report any accident or bus damage within 24 hours of the incident to at least the following persons: Church Administrative Assistant; Finance Committee Chair; Senior pastor or designee; and Trustee Chair.

## **2. Kitchen Use**

People/Groups using the Kitchen will follow Kitchen Guidelines and instructions posted in the Kitchen.

- a. All trash must be removed from the Kitchen and taken to the outside trash receptacles at the end of the event or activity.
- b. All equipment, utensils, plates, cups, pots and pans must be cleaned and put away.
- c. All Kitchen equipment must be cleaned, turned off, and properly stored.
- d. Counters and carts must be cleaned.
- e. Any food or drink placed in the refrigerator or freezers must be properly stored and labelled. No food or drink may remain in the refrigerator or freezers outside of the approved time of the meeting or event without prior approval.
- f. Floors must be swept and mopped.
- g. The exterior Kitchen door must be locked at the end of the event or meeting.

## **3. Other equipment**

- a. **Equipment for use offsite by Church Members, Staff or LUMC Groups**
  - i. Depending on Church needs, other equipment (tables, chairs, audio visual, musical equipment, tools, carts, tents, etc.) may be borrowed by Church Members, Staff or LUMC Groups for off-site UMC related functions for not more than one week.
  - ii. Depending on church needs, tables and chairs may be borrowed by Church Members or Staff for personal use for 24 hours.
  - iii. The appropriate form must be filled out, signed and submitted to the Church Administrative Assistant for approval.
  - iv. The Church Administrative Assistant, Senior Pastor or designee are authorized to approve usage of equipment for 24 hours.
  - v. Trustees must approve use of such equipment for more than 24 hours.
  - vi. Additionally, use of musical equipment must be approved by the Director of Music.

- vii. Use of LUMC recording/broadcasting equipment must be approved by the LUMC member/staff responsible for such equipment.
- viii. People borrowing such equipment will be responsible for damages and/or repairs or replacement of equipment.

- b. **Equipment for use offsite by non-LUMC groups-** borrowing of LUMC equipment for offsite events by non-LUMC groups will be limited. The Senior Pastor or designee may authorize use of equipment for 24 hours with the conditions set forth in the paragraph above. Trustees must approve equipment use offsite for longer than 24 hours.

**O. Fees for use of property, facilities or equipment**

LUMC seeks to offset the cost for providing property, facilities and/or equipment and associated costs through the implementation of fees. Fees are set forth in the attached fee tables. LUMC's fees tables are subject to periodic updating. Under certain circumstances, fees may be waived for good and just cause. Unless otherwise indicated, fees should be made payable to Larchmont United Methodist Church. LUMC reserves the right to seek compensation for the costs of recovering failed payments, additional fees identified after the event or activity, and for damages, repairs or replacement of property during the event or activity.

**EFFECTIVE 7/1/26**

(exceptions may be authorized by Trustees)