

Appendix A

**LARCHMONT UNITED METHODIST CHURCH (LUMC)  
PROPERTY/FACILITIES/EQUIPMENT USE POLICY- RELATED POLICIES**

The following policies are related to and should be reviewed for their impact on the application for use of LUMC property, facilities or equipment.

1. Child Protection Policy
2. Wedding Policy
3. Alcohol Related Event Policy
4. Funeral Policy
5. Safety, Security or Pandemic Protocols
6. LUMC Fundraising Policy

**Appendix B**

**LARCHMONT UNITED METHODIST CHURCH  
Waiver of Liability and Hold Harmless Agreement**

1. In consideration for receiving permission to use the church's facilities, I and the group I represent hereby release, waive and discharge Larchmont United Methodist Church 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 Larchmont United Methodist Church, 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.

2. 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 properties, facilities, and/or equipment whether caused by negligence of releasees or otherwise.

3. I understand that Larchmont United Methodist Church 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.

4. 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 Virginia.

5. 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: \_\_\_\_\_

Title \_\_\_\_\_

Appendix C

**LARCHMONT UNITED METHODIST CHURCH PROPERTY AND/OR FACILITIES USE APPLICATION**

Please return the completed forms to Larchmont Methodist Church, 1101 Jamestown Crescent, Norfolk, VA 23508 or submit electronically to [office@larchmontumc.org](mailto:office@larchmontumc.org).

Name of Group or Applicant \_\_\_\_\_

LUMC Sponsor \_\_\_\_\_  
(if applicable)

Person in Charge or Group Lead \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Application Date \_\_\_\_\_

Please circle the Priority Group in the table below that you or your group is applying under.

<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>

Briefly describe your activity: \_\_\_\_\_

Please LUMC group members in your group: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Time Needed (from) \_\_\_\_\_ (to) \_\_\_\_\_

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

Insurance rider required? \_\_\_\_\_ Non \_\_\_\_\_ Yes (If required, attached or on-file) \_\_Yes \_\_ No  
(Trustee decision)

Waiver of Liability/Hold Harmless approved for this Applicant? \_\_No \_\_Yes (attached or on file) \_\_Yes



## Appendix D

# LUMC PROPERTY, FACILITIES AND EQUIPMENT USE FEE SCHEDULE

LUMC imposes fees for the use of property, facilities or equipment for the purpose of maintaining and operating LUMC property, facilities and equipment for LUMC purposes and to do so in a fiscally responsible manner.

**Please circle the Priority Group that you are applying under**

Priority	Group/Person Designation
<b>1</b>	<b>LUMC Groups-</b> LUMC encourages the full utilization of its facilities by groups sponsored by the church and church members. Included are 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.
<b>2</b>	<b><u>LUMC Members, Staff, People with long standing LUMC relationship LUMC Members and Staff Use-</u></b> LUMC Members and staff may use LUMC property and facilities 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 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 or facilities.
<b>3</b>	<b><u>Related UMC Groups-</u></b> LUMC property, facilities and equipment are also available for the Coastal District, the Virginia Conference, and approved ecumenical organizations.
<b>4a</b>	<b><u>Non-profit groups supported by LUMC-</u></b> non-profit groups supported by LUMC through sponsorship, charter, or financial means are not required to pay for use for use of property or 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>4b</b>	<b><u>Non-profit groups not supported by LUMC-</u></b> 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.
<b>4c</b>	<b><u>Weddings, baptisms, funerals and related religious ceremonies for non LUMC Members and Staff-</u></b> 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.
<b>4d</b>	<b><u>Governmental agencies-</u></b> 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.).
<b>5</b>	<b><u>For-profit organizations--</u></b> LUMC properties 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.

1. Priority Group 1 will not be charged a use fee. A Property, Facilities or Equipment Use Application is still required. The Trustees may pre-approve groups for building use. The Church Administrative Assistant, in consultation with the Senior Pastor, may approve such applications pre-approved groups.
2. Priority Groups 2-5 will be charged a use fee. Groups whose principals are closely related to those of LUMC or the United Methodist Church may have their fee waived or be granted a fee reduction by the Trustees.
3. Except by special waiver, fees and deposits must be paid in advance and prior to final confirmation of event date(s). There will be no waiver of the key deposit or requirements.
4. Checks or payments should be made payable to Larchmont United Methodist Church and noting “For Property, Facilities or Equipment Use.”
5. A damage/cleaning deposit will be charged to all Category 3 through 5 individuals and organizations.
6. Exceptions to the Policy the appendices or related policies that affect the fee schedule or the deposit requirements may be granted by approval of the Trustees in consultation with the Senior Pastor or designee.
7. The fee schedule may be periodically amended by the Trustees.

## Fee Schedule

1. All payments and deposits due prior to confirmation of event.
2. Make checks payable to Larchmont United Methodist Church, noting "For Property, Facilities or Equipment Use."

Property, facility, equipment or service	LUMC 2026 Member	LUMC 2026 Non Member	Fee Imposed
Sanctuary/Narthex (non-wedding)	0	500	
Chapel	0	250	
Fellowship Hall/Atrium/Bathrooms/Fellowship lobby-private parties (non Wedding)	0	\$350 hour Minimum 3 hours	
Kitchen (staging only/no cooking)	0	150	
Kitchen (cooking) (meeting <30 people)	0	250	
Kitchen (cooking) (meeting 30-80 people) (non-wedding/funeral)	0	400	
Kitchen (cooking) (wedding/funeral/party)	500 (suggested)	1,000	
Additional Trash receptacles (groups <30)	0	\$150	
Additional Trash receptacles (groups >30)	\$150	\$300	
Custodial Services (non-Wedding)	0	\$30 per hour	
Parlor	0	\$50 per hour	
Upper Room	0	\$50 per event	
Christian Fellowship Room (AA Room)	0	\$50 per event	
Great Room	0	\$100 per event (up to 4 hours \$50 per hour after 4 hours)	
Youth Room	0	\$200 per event up to 4 hours \$50 per hour after 4 hours	
Classrooms	0	\$50 per event	
Greenspace (no playground)(non alcohol event/non-wedding/minimal water/electricity/trash)	0	\$2,000 per event	
Greenspace (no playground)(use of water/electricity/trash/bathroom access/ parking lot exclusive/ access- includes non-alcohol weddings)	\$1,000	\$3500	
Parking lot for event (non alcohol related event)	0	\$50 per hour	
Event Coordinator (alcohol event)		\$350 for up to 5 hours/\$50 per hour after 5 hours	

<b>WEDDING Fees</b>	<b>LUMC Member</b>	<b>Non-LUMC Member</b>	<b>Fee Imposed</b>
Pastor	\$300 suggested	\$500	
Organist	\$400 Suggested	\$400	
Soloist	\$250 suggested	\$300	
Parlor	0	\$50	
Sanctuary/Narthex (wedding and rehearsal)	0	\$1,000	
Chapel	0	\$500	
Room for Groom/Family Children (see above prices)			
Wedding Coordinator	\$400 suggested	\$400 for up to 5 hours \$50 per hour afterwards	
Streaming service	\$200	\$300	
Fellowship Hall/Atrium/lobbies	\$1,000	\$1,500 for up to 4 hours (\$150 per hour after 4 hours)	
Kitchen (staging/no cooking)	\$150	\$200	
Kitchen (cooking)	\$500 suggested	\$1,000	
Custodial services	\$20 per hour	\$30 per hour	
Extra trash receptacles (groups <30)	\$150	\$150	
Extra trash receptables (groups >30)	\$350	\$350	
Greenspace (non- alcohol)	\$1,000	\$2,000	
Greenspace (alcohol related event)	\$2,000	\$3,500	
Tents (permits not included)	0	\$20	
Linens	0 (if returned cleaned and pressed)	\$10 per linen used	
China	0	\$50	

<b>FUNERAL Expenses</b>	LUMC Member	Non LUMC Member	Fee Imposed
Pastor	\$400 suggested	\$500	
Organist	\$400 Suggested	\$500	
Soloist	\$250	\$300	
Parlor	0	\$50	
Fellowship Hall/Atrium/lobbies (non-alcohol related)	0	\$1,000	
Bulletins	\$100	\$100	
Kitchen (staging only)		\$200	
Kitchen (cooking)	\$100	\$500	
Custodial services	\$30 per hour suggested	\$30 per hour	
Extra trash receptacles (groups <30)	0	\$150	
Extra trash receptacles (groups >30)	0	\$300	

<b>Other expenses</b>	Cost	Cost	
Removal/trash pickup for items not taken by renter	Cost	Cost	
Bulletins/programs	Cost	Cost	
<b>Equipment use</b>			
Church bus	\$50 suggested	\$75 per day	
Church approved bus driver	0	\$20 per hour	
Tables	0	\$10 per table	
Chair	0	\$ 2 per chair	
Tent (not including license or permit)	0	\$ 10 per day	
Music related (TBD by Director of Music)			
Kitchen equipment	0	\$50 deposit (refundable if kitchen equipment is returned cleaned and in good repair)	
Other (TBD)			

Total Fees Due: \_\_\_\_\_

Appendix E

**LARCHMONT UNITED METHODIST CHURCH (LUMC)  
KITCHEN USE GUIDELINES**

1. Food brought in for an upcoming event should be clearly labeled. The label should indicate the person's name, the event, and the date the food was deposited.
2. Food left over from an event should be taken home, or it will be disposed of. Nothing should be left in the refrigerator.
3. All glassware, cups, and dishes must be washed and put into the appropriate rolling cart.
4. People using the kitchen for events should take towels and dishcloths home afterwards, launder them, and return them promptly.
5. Non-LUMC groups using the Church kitchen must furnish their own paper and plastic products (paper plates, paper cups, plastic spoons and forks, paper table coverings, etc.). Styrofoam or non-recyclable disposable products may not be used.
6. All food scraps in or on pots, pans, and dishes must be scraped into wastebaskets. **There is no garbage disposal.** Any waste scraps will clog the sink drains.
7. If the dishwasher is used, directions must be carefully followed. No food should be left on dishes. Any waste will clog the filter basket (washer arm and basket are removable for cleaning. Clean the basket after use.).
8. Someone from LUMC must be present when outside groups use the kitchen. An hourly fee of \$20/hour should be paid to the Church person assisting in the kitchen.
9. The Church Administrative Assistant or member of the Kitchen Committee will inspect the kitchen after each use. The use deposit will be withheld if the kitchen has not been restored to its pre-use condition.
10. Before permission is granted for kitchen use, the applicant requesting use will read the Kitchen Use Guidelines, receive instruction on proper use of the kitchen and its equipment, and sign the statement below.

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*I understand and will abide by the rules set forth in the LUMC Kitchen Use Guidelines for use of the kitchen in Larchmont United Methodist Church. I have received instruction on the proper and safe use of all kitchen equipment.*

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_

Appendix F

**LARCHMONT UNITED METHODIST CHURCH (LUMC)  
EQUIPMENT USE FORM**

**Equipment use request**

Date: \_\_\_\_\_

Responsible person/person checking out the property:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone number:

\_\_\_\_\_

e-mail address:

\_\_\_\_\_

Organization using property:

\_\_\_\_\_

Pick up date: \_\_\_\_\_

Date and location of event for which property is needed:

\_\_\_\_\_

\_\_\_\_\_

Return date: \_\_\_\_\_

List of church property being checked out (type/quantity. Use back of form if needed):

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, will borrow the above item(s) from Larchmont United Methodist Church, 1101 Jamestown Crescent, Norfolk, VA 23508 (phone: 489-8168). I shall return the item(s) listed above to the church in the same condition in which I received it/them. If returned damaged, I will pay for the repair of the damage or a comparable replacement.

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

Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Equipment check out and return on reverse**

**Equipment check out**

Date: \_\_\_\_\_

Condition of property when checked out:

\_\_\_\_\_  
\_\_\_\_\_

Church representative:

\_\_\_\_\_  
(signature and title)

**Equipment return**

Date: \_\_\_\_\_

Condition of property when checked in:

\_\_\_\_\_  
\_\_\_\_\_

Church representative:

\_\_\_\_\_  
(signature and title)