



Facilities Use Policies & Guidelines

As of June 2026

Steps to Schedule Facilities Use

1. Complete a Facilities Use Request Form found on the website under the “Connect” tab.
www.midwayumc.org
2. Attach any additional information describing your needs for your request.
3. Return the completed form to the church office via email at office@midwayumc.org or by dropping it off during regular business hours, where it will be evaluated, and either approval or denial will be sent to you.
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 4 weeks between the request and the event.

Fees for Facilities Use

See MUMC Facilities Use Fee Schedule

Procedures once the rental agreement is scheduled

We have an electronically controlled locking system for our entry doors. The door closest to the space you are using will be programmed to be unlocked 15 minutes prior to your scheduled time and will remain unlocked for the duration of your time. If you experience any problems with the door, please contact the facilities manager at (678) 223-5650.

Rules & Expectations

Midway UMC (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 to any permanent or impermanent property items. 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 Midway facilities coordinator, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person or group involved.
- The hours reserved will be strictly adhered to, and additional fees may be incurred if events begin before or extend after the reserved time.
- The use of food and beverages must be approved in advance (no glass beverage bottles are permitted).
- Alcohol and other controlled substances are prohibited anywhere on MUMC campus and will result in immediate withdrawal of the group. Smoking/Vaping is not allowed anywhere inside the church building.
- Weapons of any kind, including 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 on 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 parents or other responsible adults 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.
- Doors will not be propped open (temporarily or permanently) due to safety and security concerns and for the proper heating and cooling of the space.
- Midway UMC reserves the right to review requests for rented space to determine if space being requested is for a for-profit event or program.
- Liability insurance may be required depending on the rental's purpose and duration.

Violations of the rules will be met with a:

- A. Verbal warning first, then
- B. A written warning.
- C. Continued violation of the rules will result in the termination of this agreement and loss of use of Midway UMC facilities.

In the event of termination of this agreement, money will be refunded for any time scheduled that has not been used yet.

Funeral/Celebration of Life

While Midway UMC does not charge for the use of their space (Chapel or Sanctuary) for a funeral, families are encouraged to donate to the church through the gift of a "Love Offering". Additional room usage would incur a rental fee (Gathering Area or Fellowship Hall is \$75/hour) if the family decides to hold a reception either before or after the service. Any reception involving food or drink must be coordinated by the family. All tables used for food and drink must be wiped down after use. All tables can be left as an MUMC representative will take care of storing them. Please be sure all lights are turned off, and trash is taken to the dumpster as you leave. Please refer to the "Use of Specific Spaces" section and review the Sanctuary/Chapel heading.

If slides, videos, or streamed music are requested, there is a fee charged \$75 per hour. Please note that there will be a charge of 30 minutes prior to the service and 30 minutes charged after the service, in addition to the length of the service.

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 there is no chart, reset the room to its original condition.
- Do not disconnect audio/visual equipment.
- Wipe down tables if food/beverages are served. Turn off the lights and place all the trash in the dumpster behind the building as you leave.

Sanctuary/Chapel

- No food or beverages (except bottled water) are allowed in the Sanctuary or chapel.
- MUMC's musical instruments may not be used or moved without the prior consent of MUMC's Facilities Coordinator.
- 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 Facilities Coordinator.
- 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 the 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 the refrigerator/freezer without plans for future use or disposal.
- Turn off the lights and place all the trash in the 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 or Mavalus ONLY. No decoration is permitted in the hallways. Decorations must be removed immediately following the event.

Parking

Parking on the church campus is only available when 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, except for MUMC sponsored events. No outside group will be granted permission to remain on the church campus overnight.

Scheduling Conflicts

Occasionally, conflicts will arise concerning your reservation. We will contact you within a reasonable time frame to notify you of these conflicts. We will then work with you to either reschedule your time, move to a different location in the church as able, or cancel your reservation altogether. You will not be charged for any time that's cancelled. If you do not respond to our communication or refuse to comply, the church reserves the right to preempt the use of the facility for emergencies, which includes holding funerals. Notice will be provided as early as possible.

Cancellation Policy

We require 48 hours' notice in the event of a cancellation or need of rescheduling. Accommodations will be made as best as possible to move to a different space or time as our schedule allows. If you cancel within that 48-hour window, we will charge you half the normal amount for your scheduled time.

Facilities Use Agreement – Safety of Minors

We welcome your organization to Midway United Methodist Church of Forsyth County, Inc.!

To promote the safety and security of the people that both our programs serve, Midway United Methodist Church of Forsyth County, Inc. (MUMC) requires the following standards while you are on our premise:

- ☐ You read and inform other adults in your organization “rules of behavior” (*on reverse*).
- ☐ Your organization is currently covered by and maintains liability insurance.

Any inappropriate conduct or actions that occur on our premises will be immediately reported to your MUMC contact listed below or the nearest staff member. A report may also be required for the police, family services, or other child protection agencies.

This agreement is to certify that I, _____ (*representative of group*) having been duly authorized as a representative of _____ (*group and/or organization*), have read this agreement and will ensure the requirements stipulated are met. Our organization also agrees to indemnify and hold harmless Midway United Methodist Church of Forsyth County, Inc. from any and all claims arising from any claim of negligence. Signing of this agreement also releases Midway United Methodist Church from any attorney fees pursuant to any settlement negotiations or litigations.

Name of Group or Organization: _____

Address of Group or Organization: _____

Contact phone number: _____ E-mail: _____

Printed Name of Contact/Title: _____

Signature of Representative: _____ Date: _____

Your MUMC Contact Representative is: _____

MUMC Contact Phone: _____

Protection Procedures Ratios:

Minor Age	Custodial Adult/Minor Ratio
High School	1:15
Middle School	1:15
Elementary School	1:12
Kindergarten	1:12
Preschool (2-4 years old)	1:8
Nursery (up to 23 months)	1:5

Below is a summary of the rules of behavior for the ministry at MUMC. If there are any questions about

summarized rules here, please request MUMC's Safe Sanctuaries Policy.

1. **Outside doors** – doors that open to the outside MAY NOT be propped open. This is a security and safety issue. Failure to adhere to this rule will result in a reevaluation of facilities use by your group.
2. **Two Adult Rule:** A minimum of two, trained, unrelated adults, shall be present during any activity involving minors. Adults will be at least 18 years of age, graduated from high school or have an equivalent degree. Custodial adults will be at least five years older than the students they have custody or control of.
3. **Adequate adult supervision:** Ratios for child/student to adults can be found in Protection Procedures.
4. **Open-door policy:** All classrooms will have a viewing window. If there is no viewing window, the door must remain open. Teachers/volunteers shall never be in a closed-door situation with any minors.
5. **Floater:** An assigned person will be in the hallways whenever volunteers or employees are teaching minors. This person will act as additional help in support of these adults.
6. **Restroom Policies:** Adults should not enter the restrooms when children or students are using it. Do not use the restroom at the same time as minors. If a child soils themselves, attempt to locate a parent. If a parent is unable to be located, two adult employees or custodial volunteers will be present while cleaning up the child. On outings, minors will utilize the buddy system, or an adult may stand outside the restroom to ensure the safety of the minor.
7. **Diapering:** Diaper changes are to be made by parents or custodians whenever possible. When changes are done by staff or volunteers, there will be at least one other nursery worker or custodial adult in the room.
8. **Physical Contact:** Staff and volunteers are encouraged to let participants initiate appropriate physical contact. Children may not sit in adult's laps.
9. **Unused Classrooms:** unused classrooms should be locked prior to the start of a program.
10. **Discipline:** Corporal punishment, of any kind, is never appropriate and cannot be used. Program staff are trained to handle discipline following protocol.

Counseling: children or students may seek out staff or volunteers for counseling. The two adult rule must be followed. The Protection Procedures offers options to provide confidential counseling and still abide by the two-adult rule.

11. **Drivers:** Drivers will submit to a MVR check, be 25 years or older, and be approved by the Program Director. Students are not approved drivers. Drivers will obey all traffic laws.
12. **Transportation:** Participants must sign and submit a permission form. All passengers will wear seat belts while the vehicle is in motion.
13. **Overnight activities:** Adults and minors will not sleep in the same bed unless they are immediate family. Members of the opposite sex will not be permitted to sleep in the same room. Best practices provide for same sex adults to sleep in a separate room while being able to supervise the students.
14. **Prohibited Items:** MUMC does not permit weapons of any kind, alcohol, drugs, illegal substances, or tobacco products on campus.

**These policies cover activities while on the premises of MUMC, or any events sponsored offsite by MUMC.*

*** Failure to abide by these policies may result in your organization no longer having access to Midway UMC facilities.*

**Non-members
Facilities Use**

(cleaning fee included)

The total fee is to be paid at
scheduled by submitting



midway
UNITED METHODIST

Fee Schedule for

the time the space is
a Facilities Use Form to the

Business Administrator.

25% of the fee is a non-refundable deposit.

The Facilities Coordinator is to be notified of cancellation by email within 48 hours of the event to receive 75% of the fee back.

The price for members is 1/2 of the provided fee schedule.

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

Chapel - \$150/hr.

Sanctuary - \$150/hr. (If needed sound technician - \$75/hr., including startup/shut down)

Fellowship Hall - \$75/hr.

Kitchen - \$75/hr.

Fellowship Hall and Kitchen - \$125/hr.

Gathering Area - \$75/hr.

200 Hallway Room - \$50/hr./room

Gym - \$150/hr.

Liability Waiver and Policy Agreement

*MUMC Facility Use Policies and Guidelines –
Revised June 29, 2026*

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 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 _____