

*Andrews Chapel
United Methodist Church*

**Facilities Use –
Policies and Procedures Guidelines
(Prepared by Trustees)**

***PROCEDURES
MANUAL***

Detail Church Procedures

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Andrews Chapel UMC
Procedures Manual

Facilities Use, Policies and Procedures Guidelines
(Prepared by Trustees)

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I. PURPOSE OF THE FACILITIES

A. Focus.

The focus of all Andrews Chapel Church (ACUMC) facilities is to provide a physical structure and environment for God-centered worship, Christian education, church administration, member recreation, and outreach ministries. This focus is to be consistent with ACUMC's mission.

B. Maximum Use.

To the maximum extent possible, and consistent with the focus outlined above, ACUMC facilities will be made available to groups and activities described below in Section III, User Categories and Priorities.

II. MANAGEMENT OF THE FACILITIES

A. Board of Trustee Oversight.

The ACUMC Board of Trustees is charged with oversight responsibilities for the use, care, and upkeep of the Facilities in accordance with policies established by the Church Council, Clayton County zoning ordinances, local restriction concerning specific activities or events, and with generally accepted good facilities management practices.

B. Facilities Committee Responsibilities.

The ACUMC Facilities Committee is responsible for the long-range space planning, design and construction, and/or leasing of space to meet the needs of the ACUMC church body.

C. Maintenance Committee Responsibilities.

The Maintenance Committee is responsible for the maintenance and upkeep of ACUMC facilities, furnishings, and equipment owned or leased by ACUMC.

D. Trustees Committee Responsibilities.

The Trustees Committee is responsible for:

1. Publication of guidelines for the operation and use of the facilities
2. Assurance that all activities occurring in the facilities are in compliance with Church Council policies, guidelines contained in the Policy and Procedures Manual, Clayton County regulations, and insurance requirements
3. Oversight of administrative activities concerning event scheduling, facilities utilization, safety and security issues, audiovisual equipment Trustees, and ACUMC equipment utilization

III. USER CATEGORIES AND PRIORITIES

A. General.

The Trustees Committee recognizes three categories of users. In this way, reservation requests may be assigned on priority basis where Category A users have higher priority than Category B users, and where Category B users have higher priority than Category C users.

B. Category A.

Church Council, Board of Trustees, or Lay Leader sponsored activities, which include, but are not limited to:

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1. Congregational meetings
2. Ministries included on the current Church Council List of ACUMC Ministries
3. Special events sponsored by the Church Council, Board of Trustees, or the Lay Leaders.
4. Special events sponsored by ACUMC members that foster body life including events such as baby showers, wedding showers, and other events that include a majority of participants who are regular attendees at ACUMC.

C. Category B.

Member-sponsored events that are organized for the benefit of, or in honor of, one or more members of Andrews Chapel Church, which include, but are not limited to: birthdays, weddings, anniversaries, social/special celebrations, family fellowships.

D. Category C.

Events that are primarily organized for a group or individual not affiliated with Andrews Chapel Church, but which are sponsored by a ACUMC voting member who will be in attendance. These may include weddings, birthdays, anniversaries/special celebrations, Scout Groups, civic groups, recreational or social activities, home schooling activities.

IV. RESERVATION POLICY

A. Reservation Procedure.

An adult ACUMC member who plans to sponsor an event must contact the ACUMC office, and obtain and complete an Application for Use form, a copy of which is included herein as Appendix A. The user will submit the form to the Church Administrator, who will review the reservation request to determine:

1. whether the request can be confirmed immediately based on type of request, and dates of availability; or
2. whether the request must be forwarded to the Trustee Committee Chair for review.
3. If a request cannot be confirmed immediately, then the Church Administrator will forward the request as outlined herein, and it is the responsibility of the user to follow-up concerning confirmation.

B. Types of Events.

1. Recurring events. Recurring events are those which occur at the same time period on the same day of the week and which recur on a specified pattern, i.e., every Wednesday, or the third Thursday of every month, etc.
2. Single events. Single events are those which occur on a single day, or for a single occurrence which stretches over consecutive days, i.e., a conference, Vacation Bible School, etc.

C. Scheduling Priorities

1. Single Event Scheduling.

a) Regular Policy. Requests for reservations for a given month may be made during the first week of the prior month by submitting a completed Application for Use form. Reservation priority shall be given based on User Categories as specified above in III.

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User Categories and Priorities. In the event that two user groups of the same User Category request the same day and time, resolution shall be the responsibility of the Trustees Committee Chair. Users can confirm their reservation by contacting the church office on the following Monday. Requests initiated later in the month, for any date through the following month, shall be granted immediately (if possible or appropriate) by the office staff on a first-come-first-served basis.

b) Events Requiring Long Lead-Time. Exceptions may be allowed for events which require longer lead-time than one month, i.e., weddings, conferences, etc. Provided that the requested date is not in conflict with any previously scheduled events, the requester shall submit a completed Application for Use form directly to the Church Administrator for submission to the Trustees Committee Chair for approval. In the case that the requested date is in conflict, the requester may, at their own option and initiation, petition the reservation holder for use of the facility.

2. Recurring Event Scheduling.

a) Regular Policy. Requests for reservations for recurring events may be made by submitting an Application for Use form prior to June 30. The reservation period shall be from September 1 of the current year, through August 31 of the following year. Evaluation of Recurring Event requests shall be made by the Trustees Committee Chair during the month of July and users can confirm their recurring event reservations with the church office by early August.

b) Scheduling Conflicts. When requests for reservations of recurring events are in conflict with each other, the Trustees Committee Chair shall grant usage based on User Category. The Trustees Committee Chair also may deny any request based on anticipated single event requests for a popular time slot. "Popular time" will be determined by the Chair based on a review of past use of facilities.

c) Facility Use by Home School Groups. Under Maryland state law, parents who elect to home school their children have the option of being supervised directly and individually by the local public school system or affiliating with an organization licensed by the state that performs the supervisory function.

(1) Public School Supervision. In the former case, parents may form unlicensed support groups. Such groups, when applying for use of ACUMC facilities, shall be considered on the same basis as any other non-ministry applicant.

(2) Licensed Organization Supervision. When application is made by a licensed organization that proposes, at least in part, to instruct students in the facility and the Board of Trustees is otherwise disposed to accede to the request, ACUMC will request of the County a written determination that such use is permissible under the terms of our Special Exception. The cost of such a determination shall be borne by the applicant.

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V. HOURS OF OPERATION

A. Normal hours of Operation

1. Monday through Friday - 9:00AM to 9:30PM
2. Saturday - 8:00AM to 4:00PM

B. Exceptions

Exceptions to normal hours must be approved by, and coordinated with, the Pastor and the Trustees Committee Chairperson.

C. Sundays

The primary usage of the facility will be for the corporate worship of God's people (this includes each Sunday morning and first Sunday evening services). Other regular and recurring Sunday usage of the facility should be dedicated to the purpose of the building up of the members through discipleship, fellowship, evangelism and service (e.g. Sunday School, Bible Study classes, meetings, etc.). Occasional Sunday facility usage by either ACUMC Ministries or non-ACUMC ministries that does not obviously meet the criteria above should:

1. be limited in frequency and duration,
2. be given a lower priority than facility usage meeting the above criteria,
3. only be given consideration when all other available times during the week have been investigated and found lacking,
4. meet the approval of Church Council.

VI. SPONSOR'S REQUIREMENTS AND RESPONSIBILITIES

A. Adult Church Member.

The sponsoring individual must be an adult member (age 18 or older) of ACUMC.

B. Attendance.

The sponsoring individual must be present for the entire event.

C. Requirements.

The sponsoring individual is responsible to:

1. obtain permission to sponsor the activity or group,
2. pick up and return any keys,
3. coordinate or perform all logistical issues such as access, security, furnishing set-up, sound system set-up, trash removal and clean-up,
4. return or store all equipment and turn off all electrical appliances and lights upon conclusion of the event; and insure that the facility is secured,
5. obtain a Certificate of Liability Insurance (Category C users who carry liability insurance should have a Certificate of Liability Insurance naming ACUMC as 'additional insured'. This should be sent to the ACUMC office or attached to the waiver form.),
6. sign an Execution of waiver to absolve ACUMC of any liability if event is a Category B or C activity,

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7. ensure any outside vendors (caterers, bands, etc.) provide insurance certificates for workman's compensation and general liability insurance listing ACUMC as an additional insured,
8. prohibit the introduction of alcoholic beverages, regardless of alcoholic percentage content, into the facilities or surrounding grounds,
9. report in writing any damage incurred to the facility or injury to any participant during the time the activity or event occurred, and/or during the time the group used the facility,
10. take steps to remedy damage to facilities and any adjacent properties,
11. remove any and all food and utensils brought in by the sponsoring group or any outside caterer,
12. remove all food residue and water from the floor,
13. remove all trash from inside the building to the exterior garbage container,
14. collect and deliver to the ACUMC administrative staff any donations or required security or janitorial fees associated with the cost to cleanup the facility after use,
15. ensure continual supervision of all children during every activity.

D. Child/Adult Ratios.

If any of the group participants are infants, the sponsor shall ensure that there is one adult caregiver for every 2 infants. If the majority of the group participants are under 13 years of age, the sponsor shall ensure that there is one adult supervisor for every five children. If the majority of the members are between age 14 and 18, the sponsor shall ensure that there is one adult supervisor for every ten children. There shall be a minimum of 2 adults supervising for any activity held in the facility.

E. Personal Injuries.

If personal injuries occur during an activity or event, the sponsor will:

1. identify the extent of the personal injury,
2. seek medical attention if necessary,
3. determine the feasibility and/or reasonability of the event continuing,
4. provide the ACUMC office staff with a completed and signed copy of the Injury. Incident Report, included herein as Appendix C.

F. Facility Damages.

If damage to the facility occurs during an activity or event, the sponsor will:

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1. assess the damage,
2. determine the feasibility of the event continuing,
3. provide the ACUMC office staff with a completed and signed copy of the Damage Incident Report, included herein as Appendix D.

G. Donations.

Donations accepted by the sponsor for the group's use of the facilities will be turned over to the Church Administrator. All funds received in this manner will be remitted to the Financial Secretaries, who shall insure that credit is given to the appropriate account or fund.

H. Equipment Storage.

No equipment or materials may be stored without the express permission of the Trustees Committee Chair.

I. Cooking.

The kitchen is licensed by the Clayton County Health Department and all cooking activities must fall within its guidelines. There are generally two categories of users: Public and Private, with Population also a factor in applying requirements.

1. Public. An activity opened to the general public, non-specific in invitation, i.e. Fall Festival and fund raising concessions. A certified kitchen manager must be on site and county cooking guidelines followed closely.
2. Activities for Children and Elderly. Because of their higher susceptibility to food-borne disease, activities for children (and elderly), i.e. school cooking class, must have a certified kitchen manager on site and county cooking guidelines followed closely.
3. Private. An activity limited to a specific, restricted list of participants, i.e. church members or wedding guests. An on-site certified manager is recommended, but not required. County guidelines for the preparation of food should be followed.

It is the responsibility of the sponsor (in consultation with the Trustees Chair if needed) to determine which category of user will be attending the function. It is the sponsor's responsibility to arrange for a certified manager to be on site if required.

VII. USER DONATIONS

A. Policy.

Andrews Chapel Church accepts donations to cover normal wear and tear associated with use of the facility by non-ACUMC ministry groups (category B & C). These groups must be sponsored by a member of ACUMC who will be present during the entire length of the activity (no sponsorship by absenteeism). The sponsor is responsible for collection of any donations or required security or janitorial fees associated with cost to clean up the facility after use as well as their delivery to the ACUMC Administrative Staff.

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B. Reasonable and Appropriate Donations.

The following are guidelines concerning the amount of donation considered reasonable and appropriate. (Rates effective 5-1-2026).

See Rental Rate Sheet

C. Janitorial Services.

Unless the group has made arrangements to provide janitorial services, for category B and C events, users requiring janitorial services (clean-up) must make arrangements directly with the custodian for their services. Such fees will be paid by the user directly to the custodian. The fee schedule is:

1. \$50 for cleaning the upper level.
2. \$20 for cleaning per room on lower level.

D. Checks Payable.

All check donations should be made payable to Andrews Chapel Church, and designated for the Education Center Use. Cash should be placed in a sealed envelope and marked for the "Education Center Use".

VIII. GENERAL RESTRICTIONS

A. Noise and Lights.

Extra caution should be taken between the hours of 10:00PM and 8:00AM to insure that no loud noises are generated and that no bright lights are used.

B. Existing Regulations.

All events must be in accordance with Clayton County regulations, Church Council policies, and insurance requirements.

C. Cooking.

Refer to paragraph VI.I for rules regarding cooking in the facility.

D. Maximum Participants.

The maximum number of people attending any event during normal operating hours shall not exceed the posted occupancy limits of the building.

E. Overnight Usage of the Facility.

No group will be allowed to remain in the facilities beyond the normal hours specified above, unless the following conditions have been met:

1. Church Council has given prior written approval.
2. All persons under the age of 18 years, who remain in the facility overnight, have provided a completed and signed Parental Consent form, contained herein as Appendix E.
3. Sponsor has agreed to limit overnight participants to no more than 20 minor children plus adult supervisors as outlined in Paragraph VI.

F. Waivers.

Sponsors of all Category B and C events shall complete and submit a copy of the Waiver form contained herein as Appendix B.

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IX. DISALLOWED GROUPS/ACTIVITIES

A. Groups/Activities Not Permitted

The following groups and/or activities shall not be permitted to use ACUMC facilities:

1. activities or groups that are "hostile" to or inconsistent with the mission of ACUMC as determined by the Church Council,
2. activities or groups that are inconsistent with the uses of adjacent properties (noise, smell, crowds, traffic, lights, etc.),
3. activities or groups that will knowingly damage the facilities beyond normal wear and tear,
4. activities or events where individuals realize a profit from the activity such as a craft show, a flea market, or a home sales retail product party where items are sold and the receipts kept by the individual; or an event to educate/promote a business, though sales may not be directly involved at the time. This policy is not intended to prohibit ministry related groups and secular non-profit organizations whose missions are consistent with ACUMC values from raising funds as part of their activities while using ACUMC facilities,
5. activities or groups that do not comply with Clayton County laws and regulations,
6. activities or groups where a ACUMC member over the age of 18 years is not in attendance,
7. activities or groups that use the facilities on a repetitive or daily basis that commits all or a portion of the facilities for an indefinite period of time, e.g., nursery school, daycare provider, school, etc.

B. Exceptions.

Any exception to the above restrictions must be approved by the Church Council.

X. ACCESS

A. Policy.

The issuance of keys for access to church facilities shall be limited to the maximum degree possible while maintaining the orderly usage of the facilities.

B. Key Issuance.

The Church Administrator shall maintain an orderly system for the issuance and control of all facility keys. Appropriate keys shall be issued as needed on a temporary basis to sponsors or other responsible persons for activities occurring on a single day or over a short time frame. Appropriate keys shall be issued as needed on a long-term basis to pastoral and paid staff; maintenance, cleaning and security personnel; and long-term ministry leaders; or other responsible individuals for recurring activities over a long period of time.

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C. Annual Review.

The Church Administrator shall conduct an annual review of permanent issued keys to determine the continued need of each individual key recipient as well as the requirements for permanent keys for new individuals with a need.

XI. FINAL AUTHORITY

It shall be the sole privilege of the Church Council of Andrews Chapel Church to interpret the policies specified in this manual, and their decision shall be final and without appeal.

APPENDIX A – APPLICATION FOR USE OF ANDREWS CHAPEL
CHURCH FACILITIES

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**Application for Use of
Andrews Chapel Church Facilities**

Sponsor's Name _____

Sponsor's Address _____

Sponsor's Telephone Number _____

Group Name _____

Approximate number of individuals in the facility _____

Range of ages of individuals in the group _____

Date and Time Required _____

Space Requirements _____

ACUMC Furniture/Equipment Required _____

Food and/or beverage involved NO _____ YES _____ (If YES, describe below)

Insurance Waiver Signed? NO _____ YES _____

Vendor Insurance Certificate(s) Provided? NO _____ YES _____

As Sponsor of the activity, I certify that I have read and am familiar with the rules governing use of this facility, as outlined in the Manual on Policy and Procedures for Andrews Chapel Church Facilities.

Sponsor's Signature and Date

Approving Official Signature and Date

Date Key Issued _____ Date Key Returned _____

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APPENDIX B - WAIVER

Waiver

Instructions: The signature of the Sponsoring ACUMC member is required when facilities use is initiated for any Category B or Category C group or event. The completed WAIVER should be attached to the completed Application for Use form and retained in the ACUMC church office.

Andrews Chapel Church (ACUMC) is allowing the group I am sponsoring to use their facilities. It is agreed that ACUMC shall be held harmless from any cause whatsoever while my sponsored group is within or near all facilities and all property owned by ACUMC.

It is also agreed that this group will refrain from any damage to these facilities and that we will be held liable to make restitution to repair any damages caused. It is also agreed that this group will leave the facilities in the same general state of cleanliness that the facility was in upon entry.

Sponsor's Signature and Date _____

Name of Sponsor _____

Address of Sponsor _____

Telephone number of Sponsor _____

Name of Group using facility _____

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APPENDIX C – INJURY INCIDENT REPORT

Injury Incident Report

Instructions: This form must be completed as soon as reasonably possible after any injury which occurs to any individual while participating in an event or activity on the property of Andrews Chapel Church. This form should be completed by the Sponsoring member whenever possible, or any other responsible adult member who was present at the time of the injury.

Name of injured person _____

Date injury Occurred _____

Describe the injury: include information regarding what the person was doing when the injury occurred, the location in the building or on the grounds where the injury occurred, the nature of circumstances under which the injury occurred, etc. Please be as specific as possible.

Did the injury require medical attention? NO _____ YES _____

If yes, please describe how medical attention was obtained (i.e., "We called 911, and the victim was taken to the hospital," or "John Smith drove the victim to a nearby Urgent Care facility," or "John Doe administered first aide at the site and the victim went home," etc.)

Name of person who completed the form (printed):

Signature and Date:

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APPENDIX D – DAMAGE INCIDENT REPORT

Damage Incident Report

Instructions: This form should be completed by the Sponsor for any group whose usage of ACUMC facilities incurs damage to any portion of the building, contents of the building (furnishing, equipment, etc.) or grounds around the building (landscaping, pavement, etc.) The Sponsor should make every effort to submit a completed form to the Church Administrator in the church office as soon as possible after the damage occurs. The Church Administrator shall attach a copy of the completed form to the group's original Application for Use form.

Date damage occurred: _____

Describe the damage: include information regarding the location of the damage, the extent of the damage, the nature of circumstances under which the damage occurred, etc. Please be as specific as possible.

Name of person who completed the form (printed):

Signature and Date:

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APPENDIX E – PARENTAL CONSENT OVERNIGHT USAGE OF ACUMC
FACILITY

Parental Consent
Overnight Usage of ACUMC Facility

Instructions: In the event that Church Council has approved overnight usage of a ACUMC facility, and in the event that minor children will be participants in such an event, a parent or guardian of every minor child participant shall complete this form. This form (or a copy) must be submitted to the Church Administrator in the church office before close of business on the last business day prior to the event, in order for minor children to participate in the overnight event.

Name of minor child: _____

Age and birth date of minor child: _____

Name of parent or guardian: _____

Address of parent or guardian:

Telephone number of parent or guardian: _____

Name and phone number or emergency contact (if different from above):

I understand that my minor child specified above will participate in an overnight event to be held at the Andrews Chapel Church facility. I understand that for every ten minor children participants there will be at least one adult supervisor over the age of 18. I further understand that after the facility is "locked down for the night," no minor children will be allowed to enter or exit, except in cases of medical emergency; and that if such an emergency occurs to my child, I shall be notified at the first opportunity. As such, I allow my minor child to participate in this special overnight event, which is scheduled to occur on the evening of _____.

Signature and Date of Parent or Guardian:

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