

APPLICATION PROCEDURES FOR USE OF CHURCH FACILITIES

Port Charlotte United Methodist Church

1. All applicants shall be given and should read carefully a copy of the "Use of Church Facilities Policy", as approved by the Board of Trustees.
2. An application form, with necessary fees and insurance certificate, must be completed and returned to the church for review and action by the Board of Trustees at their regularly scheduled monthly meeting, as appropriate.
3. All businesses and organizations ('for-profit' and 'not-for-profit') shall submit a "Certificate of Liability Insurance" indicating they have an insurance policy in effect with General Liability limits of at least \$1,000,000.00. Port Charlotte United Methodist Church must be specifically named in writing on this certificate as an additional insured. This certificate is obtained from the applicant's insurance company. Authorized organizations and members of Port Charlotte UMC are exempt from producing this certificate.
4. An application shall not be considered for a date exceeding twelve (12) months in the future.

To Applicant

INDEX:	- Cover Letter	
	- Use of Church Facilities Policy	Pages 1 & 2
	- Fee Schedule	Page 3
	- Application Form	Page 4

Approved: _____
Senior Pastor

Trustee President

Date

Date



Port Charlotte United Methodist Church

21075 QUESADA AVENUE

PORT CHARLOTTE, FLORIDA 33952-2546

Church Office (941) 625-4356
www.pcumc.info

Fax (941) 625-0144
info@pcumc.info

Dear Group Utilizing Our Facility:

We are happy to offer you the use of our church facilities. It is our hope that you feel welcome and are received warmly when you are here. You should find that the place of your meeting is clean and orderly. If this is not the case, please let us know. **When you leave, we ask that you return the room to the way it was when you arrived.**

You should contact the Church Secretary to schedule use of the space as early as possible. Furthermore, if your activity is to be placed on the church calendar, the information must be given to the Church Secretary by noon on Tuesday if it is to appear on the calendar for the upcoming Sunday Bulletin. Any calendar activity for the monthly Meth-O-Gram newsletter should be given to the Church Secretary by noon on the 15th of the month.

Please observe the following instructions for cleaning up after use of our facilities:

- If used, the kitchen must be left clean. Any items used must be washed and dried thoroughly and returned to their original storage area.
- All rubbish and garbage must be taken to the garbage bin outside in the parking lot and new plastic bags placed in all garbage cans.
- When food is served, it is mandatory that the floor be left clean. The kitchen floor and carpeted floor must be swept and vacuumed. Vacuum cleaners are available.
- Please put away any tables and chairs you may have used and pick up any papers or items left on the floor.

God bless you for your cooperation!

Senior Pastor



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USE OF CHURCH FACILITIES POLICY

The following policy is established as a guide for the use of Port Charlotte United Methodist Church facilities- It is not intended to supersede the governing bodies of the church or the United Methodist Discipline.

Any individual, group, or organization seeking to use our church facilities should meet two criteria:

1. An individual requesting to use church facilities must be a member, or related to a member, of PCUMC.
2. The applicant should conform to the Social Principles of the United Methodist Church as found in the Book of Discipline of the United Methodist Church.

I. PURPOSES

- A. The use of the physical plant of Port Charlotte United Methodist Church (PCUMC) should always be of benefit to the church, its members, the church community and the local community. Creating a balance of the needs and desires of those who own and would use the facilities calls for a set of policies that will create a known guide for all those involved with the church facilities.
- B. The overall goals of the church are not limited to the functions of worship but include reaching out to non-members, aiding those in need, and fulfilling our mission in the community.
- C. PCUMC has an investment in the facilities that should be protected.
- D. The use of the facilities by any group involves a cost to the church in the form of wear and tear, insurance, requirements for maintenance, and the cost of utilities.

II. POLICIES

- A. Priority will be given to PCUMC members and groups for space usage. Non-church members and groups will be granted space usage as available following a written request for space. Space will not be granted, however, to other churches for their worship services.
- B. Non-church related groups or activities shall be permitted the use of the church facilities when such groups or activities have met the test of these policies by any rules set forth for the use of the church facilities.
- C. The use of church facilities may be denied to any non-church group or individual at any time if it is felt that the use would not be appropriate or there is a need for the facilities by PCUMC members or groups. Such authority rests with the Board of Trustees and/or the Senior Pastor.

- D. Non-church related users of church facilities should be made aware that no activities may exclude church staff that may wish to ensure that the activities are appropriate to the church setting, are safe, and are not endangering church property.
- E. The use of alcohol or drugs is prohibited on church property. The use of tobacco is prohibited in the church buildings.
- F. Users of church facilities are advised that only the areas of the building which they have contracted to use are available to them. (Use includes restrooms.)
- G. All groups or individuals utilizing the church facility shall vacate the property by 9:30pm, unless other arrangements have been made.
- H. All applicants shall submit their request for facility use to the Church Secretary, who in turn will coordinate scheduling and approval through the Staff and Trustees.
- I. The Sanctuary organ and piano are part of the Music Ministry of the PCUMC for the benefit of the church members and the community. Any use of any area falling under the Music Ministry of the church will be determined by the Music Director.
- J. Arrangements for weddings and funerals/memorials shall be handled on a case-by-case basis by the Senior Pastor.
- K. The Board of Trustees shall set forth a schedule of fees for the use of church facilities by non-church related groups and individuals. These fees shall be used for the maintenance and protection of church facilities and for the payment of the costs of utilities, insurance and damage that may occur. Damages to church facilities, beyond normal and reasonable wear and tear, shall be repaired with the costs of such repairs being borne by the group or individual causing the damage.
- L. All 'for-profit' and 'not-for-profit' organizations shall obtain a "Certificate of Liability Insurance" indicating they have an insurance policy in effect with General Liability limits of at least \$1,000,000.00. Port Charlotte UMC must be specifically named in writing on this certificate as an additional insured. This certificate is obtained from the applicant's insurance company. Authorized organizations and members of Port Charlotte UMC are exempt from obtaining this certificate.
- M. It shall be assumed that PCUMC members and groups who contribute to the cost of using church facilities through normal contributions will not be charged for the use of those facilities. Therefore, fees for use of the facilities shall not apply to church-related activities carried out by members of the church (except weddings).
- N. No policy on the cost of the use of church facilities shall prevent the charging of a fee for other services that may be rendered by the church. The policies that are for the use of the physical plant are not related to other policies that relate to other services. If a church member needs custodial or security services for an event at the church, a fee of \$25 per hour will be charged.
- O. Non-church related groups and persons will be informed of the policies of denying access to church facilities when there is a need for the facilities by church members and groups.
- P. No business activity or sales will be conducted Sunday mornings.
- Q. These policies and fees shall be reviewed annually and revised as necessary by the Board of Trustees.

FEE SCHEDULE FOR USE OF PORT CHARLOTTE UNITED METHODIST CHURCH FACILITIES

ASBURY HALL (max250 persons in chairs)

First hour \$ 85.00
Second and succeeding hours \$ 20.00

AUDIO/VISUAL FEE

\$ 50.00 per hour

(A/V system can ONLY be operated by a church approved operator)

CLASSROOM (max 15-20 persons in chairs)

First hour \$ 25.00
Second and succeeding hours \$ 10.00

CUSTODIAL FEE (applies per applicant, not per room rented)

First hour \$ 40.00
Second and succeeding hours \$ 20.00

FELLOWSHIP HALL (max 615 persons)

First hour \$250.00
Second and succeeding hours \$125.00

FELLOWSHIP HALL KITCHEN

\$ 50.00 per hour

INDIVIDUAL ROOMS IN FELLOWSHIP HALL

First hour \$ 50.00 each room
Second and succeeding hours \$ 25.00 each room

FH-1 Maximum of 80 persons in chairs
FH-2 Maximum of 60 persons in chairs
FH-3 Maximum of 70 persons in chairs
FH-4 Maximum of 30 persons in chairs
FH-5 Maximum of 50 persons in chairs

FH1 Stage	
FH2	FH3
FH4	FH5

NEW BEGINNINGS PARK (see separate handout)

NEW ROOM (max 90 persons in chairs)

First hour \$ 65.00
Second and succeeding hours \$ 20.00

SANCTUARY (see "Guidelines for Weddings" in a separate handout; see Senior Pastor)



APPLICATION FOR USE OF CHURCH FACILITIES

Port Charlotte United Methodist Church
 21075 Quesada Ave.
 Port Charlotte, FL 33952
 (941) 625-4356
 info@pcumc.info

Name of Organization or Program		Phone #	
Contact / Responsible Person		Phone #	
Purpose of Event		Number Attending	
Date Requested		Time Requested (include setup & cleanup)	
		From:	To: = hours
Room(s) Requested			
<input type="checkbox"/> Fellowship Hall \$250/first hour = \$ _____ \$125/hr thereafter x _____ hrs = \$ _____		<input type="checkbox"/> Asbury Hall \$ 85/first hour = \$ _____ \$ 20/hr thereafter x _____ hrs. = \$ _____	
<input type="checkbox"/> FH1 only \$ 50/first hour = \$ _____ \$ 25/hr thereafter x _____ hrs = \$ _____		<input type="checkbox"/> A/V Fee \$ 50/hr x _____ hours = \$ _____	
<input type="checkbox"/> FH2 only \$ 50/first hour = \$ _____ \$ 25/hr thereafter x _____ hrs = \$ _____		<input type="checkbox"/> Classroom \$ 25/first hour = \$ _____ \$ 10/hr thereafter x _____ hrs. = \$ _____	
<input type="checkbox"/> FH3 only \$ 50/first hour = \$ _____ \$ 25/hr thereafter x _____ hrs = \$ _____		<input type="checkbox"/> Kitchen \$ 50/hr x _____ hours = \$ _____	
<input type="checkbox"/> FH4 only \$ 50/first hour = \$ _____ \$ 25/hr thereafter x _____ hrs = \$ _____		<input type="checkbox"/> New Room \$ 65/first hour = \$ _____ \$ 20/hr thereafter x _____ hrs = \$ _____	
<input type="checkbox"/> FH5 only \$ 50/first hour = \$ _____ \$ 25/hr thereafter x _____ hrs = \$ _____		<i>Deposit equal to your first hour is required to reserve your room(s). Final payment is due one week before your event.</i>	
SUBTOTALS		(Column 1) =	\$ _____
		(Column 2) =	\$ _____
Custodial Fee \$40 first hour		=	\$ <u>40.00</u>
Custodial Fee \$20 second & succeeding hour(s)		=	\$ _____
TOTAL		= \$ _____	
Any Special Needs			
<input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Audio/Visual Equip <input type="checkbox"/> Other (explain on back)			
<input type="checkbox"/> Special setup (indicate by diagram on reverse exactly how space is to be set up)			
Food Served			
<input type="checkbox"/> None <input type="checkbox"/> Coffee/snacks <input type="checkbox"/> Pot luck <input type="checkbox"/> Prepared on-site <input type="checkbox"/> Catered			
<ul style="list-style-type: none"> I acknowledge having received and read a copy of the rules and policies of Port Charlotte United Methodist Church & agree to abide by such rules and policies; I understand the Port Charlotte UMC is not responsible for lost or stolen items; I understand that the above described organization agrees to hold Port Charlotte UMC harmless for any injury, damage or stolen property that may occur as a result of using Port Charlotte UMC facilities; and I certify that I am authorized to sign for the above described organization. 			
Signature of Applicant _____		Date _____	

Note 1: Facilities are not available during Holy Week (Palm Sunday through Easter) and Advent (the period of four Sundays before Christmas)

Note 2: No alcohol or illegal substances are allowed on our premises.

Note 3: No smoking is allowed in any of our buildings.

Approved Disapproved Custodian _____ Cert. of Ins. received?

Signature: _____ Date: _____

Trustee President or Senior Pastor