

St. Andrew United Methodist Church

Box 434, 611 Swamp Creek Road, New Berlinville, PA 19545
610.367.7043

Policy and Guidelines for Use of Church Facilities (Indoor and Outdoor)

Each applicant shall read this entire application before completing the document. An error, incompleteness or vagueness on the application will create a delay in processing the document.

Applicant:

1. Any individual or entity requesting the use of St. Andrew United Methodist Church (indoor and outdoor) shall contact the Church Secretary (610.367.7043) to verify the date(s) being requested is/are available.
2. If the Church is accessible on requested date(s), one copy of the application for use of St. Andrew United Methodist Church (herein reference as Church) must be submitted at least three (3) weeks in advance of the requested date. Any request tendered less than three (3) weeks may not be approved in time for the event to be held. A non-church related group must attach a stamped self-addressed business envelope (#10 envelope) to the application.
3. Submit the application and the stamped self-addressed envelope (if applicable) to the Church Secretary. The application and envelope will be forwarded to the Board of Trustees (herein referred to as Trustees) for consideration. The Trustees is the approving body for the Church. Decisions by the Board of Trustees or a Trustee member, pertaining to this policy and guidelines are final.
4. If deemed needed, the Board of Trustees may required a valid certificate of insurance. The certificate of insurance must name the Church as an insured. **The application will not be considered until the certificate of insurance is received.** Applicant shall contact the party's insurance agent to arrange for a valid certificate of insurance naming the Church as an insured.
5. By completing the application, and signatures thereon, the applicant certifies absolute understanding and promise to (a) abide completely with this policy and (b) remain faithful to all Church rules, regulations and provisions. The applicant also certifies the same understanding and compliance pertains to other individuals and entities brought onto and into the Church's facilities by the applicant.
6. If the applicant wishes to use Church's equipment and facilities, the requests must be noted on the application. The applicant, or a representative, must demonstrate knowledge and proficiency on the safe use of the requested Church's equipment and facilities. The proficiency must be demonstrated to and approved by the Trustees, or a member of the Trustees.
7. The applicant is permitted to use the area(s) and equipment requested on the applications. No other room(s) or portion(s) of the facilities (inside or outside) and equipment can be used unless approved by the Trustees, or a Trustee member
8. Wall posters, notices, decorations and so forth shall be placed only on prevailing bulletin boards and tack strips. No item can be adhered directly to ceilings. Grid ceiling hangers are available for hanging decorations. Any material placed any where else will be removed. The information shall be removed no later than one (1) week after the conclusion of the event.
9. No food and liquids of any kind are permitted in the Sanctuary unless the item is needed for the health of the user.

10. The following are strictly prohibited from being brought onto and or consumed on and in Church facilities. Violation of these regulations may result in the violator and applicant being permanently barred from using Church facilities (indoor and outdoor):

- Any and all types of alcoholic beverages
- Any and all forms of drugs --excluding one's personal medical prescriptions.
- Any and all forms of Gambling and Chance games (bingo, raffles, 50/50, etc.)
- When an emergency occurs (fire, smoke, obnoxious odors, etc.) all activities in the Church must cease immediately. All occupants shall leave the building at once and walk at least 150 feet or more from the building leaving sufficient distance for emergency vehicles. The person in charge of the event shall call 911 to report the emergency. After which the individual shall call Robert Moyer 610.367.8102.

11. The applicant cannot bring to the Church's facilities any other group(s) unless it is noted on the original approved application. For example, group A receives usage approval cannot invite Group B (whether Church related group or not) unless Group B was stated on the original approved application.

12. Applicant must vacate all Church facilities by 10:00 pm unless a later time was approved by the Trustees, or a Trustee member. Applicant shall leave sufficient time to clean up the facility and to meet the time deadline. Refusal to do could result in the applicant being barred from future use of the Church facilities.

13. If Boyertown Area School District students are dismissed early or the District is closed, because of inclement weather, all morning, afternoon and evening Church activities involving school age students are canceled.

14. If Boyertown Area School District students are dismissed early or the school district is closed on a Friday, and there is a Saturday Church event involving school age students, the individual in charge of the event shall call 610.367.8102 to learn if the building is available.

Policy and Guidelines for Fundraising Activities

This policy and guidelines applies to all individuals and organizations seeking to use the Church facilities for fundraising activities. Fundraising action applies to those events in which money and or goods exchange hands. The event could be held in hopes revenues exceed expenditures or where revenues and expenditures approximate each other.

15. The fundraising activity itself must be compatible in its content and the way it is conducted to the identity and mission of the Church as a Christian community of faith. Building fellowship in Church and service to the community are important goals that should be part of any fundraising event.

16. The fundraising shall complement and not detract from other financial stewardship efforts within the congregation.

17. Fundraising cannot involve the following:

- Any and all types of alcoholic beverages
- Any and all forms of drugs
- Any and all forms of Gambling and Chance games (bingo, raffles, 50/50, etc.)
- No fundraising activities can occur during Worship time (Church Services and Church School hours)

Violation of these regulations may result in the violator and applicant being permanently barred from using Church facilities (indoor and outdoor).

18. Fundraising by non-church groups such as, but not limited to, Crop walk, cancer walk, girl scouts, boy scouts, 4 H club, etc. must meet the following criteria:

- A Church member must be actively present and participate in the event
- It supports the mission of the Church and provides an outreach to the community
- Must be a recognized non-profit group by a governmental agency

19. Ongoing fundraisers (Women's Group, Men's Group, Church Youth, Scouts, etc.) shall follow the fundraising process and will be approved for a maximum period of one (1) year. Ongoing fundraisers need to seek renewal on an annual basis.

20. If additional dates or facilities are asked for, after the original application has been submitted, additional applications must be submitted and approved by the Trustees.

21. Church related groups fundraisers are permitted to erect a table and display promotional material in the Church's Welcome Center (Vestibule) and other locations as approved by the Trustees or a member of the Trustees. Actual selling and distribution of the sold items can take place in either the Welcome Center or in the Fellowship Hall.

22. Non-Church related groups are permitted to have one (1) informational table set-up in the Church's Welcome Center. Actual selling and distribution of the sold items shall occur in the Fellowship Hall.

23. Student fundraisers can be sold one-on-one but no table set-up will be permitted. These activities include, but not limited to: Girl Scout cookies, school fundraisers, sale of fruit by school band members, etc.

24. If an approved fundraising activity has a negative effect on the Church in any fashion or on the congregation, the Trustees, or a member of the Trustees, have the right and responsibility to cease and stop the activity immediately. The Church or anyone associated with the Church shall have no responsibility for any harmful impact on the applicant if the fundraising activity is stopped.

Trustees

25. Trustees, or a Trustee member, retain the rights to oversee the event(s) in order to maintain a cooperative working relationship with the applicant and building operation success.

26. Trustees, or a Trustee member, have the right to relocate the event(s) to another part of the Church if deemed best for the Church.

27. If in the opinion of the Trustees, or a Trustee member, if the applicant, leaves any portion(s) of the Church in such a condition that it becomes necessary to clean or repair the area(s), the applicant will be assessed a cleaning/repair fee.

28. The Church will not be responsible for any expenses or loses incurred by the applicant using Church facilities. This pertains to, but not limited to, such things as inclement weather, malfunctioning of the (a) building's HVAC systems, (b) building's water/sanitary sewer systems, (c) electrical system, (d) mechanical system and (e) all other operations. The Church shall not be liable for non-performance of facilities systems whether enumerated herein or not.

29. The Church will not be responsible for any expenses or loses incurred by the applicant using Church facilities if the activity is stopped.

30. The Trustees have the right to determine if security is needed for an event. If security is deemed necessary, the applicant must submit to the Trustees full disclosure of the security arrangements. The agreement(s) between the applicant and security firm must be approved by the Trustees at least one (1) week before the event is scheduled to start. The applicant must pay the security firm directly. The applicant must submit the following certificates of insurance naming the Church as an insured:

- Certificate from the applicant
- If applicable, a certificate from the performing group(s)
- Certificate from the security organization.