



## ***Facility Use Policy***

### ***Wesley Memorial United Methodist Church***

Wesley Memorial United Methodist Church is pleased to share its facilities with you and your group for your special event or activity. Please review the following policies and complete the enclosed forms.

#### **RESERVATIONS AND CHANGES**

To rent any space belonging to Wesley Memorial UMC, the renter's Responsible Party must complete the attached request form, sign the Facility Use and Hold Harmless Agreement, and submit both to the Church office at [office@wesleymumc.org](mailto:office@wesleymumc.org) or 434-296-6976. No payment will be accepted until the Pastor and/or Church Leadership Board have reviewed and approved the request. Please expect two to three weeks processing time for review and approval.

Cancellation or changes to the reservation must be made in writing and cleared with the Church leadership/staff as far in advance as possible but at least one week prior to the event for a full refund. No refund will be issued for reservations cancelled with less than one week's notice.

Requested changes may not always be accommodated, in which case the fees will be returned to the Responsible Party, if the Responsible Party has given notice of the requested change at least one week prior to the reservation date.

The Church leadership or staff will make arrangements to lend a key or assign an electronic lock code to the Responsible Party in time for the event or activity.

While the church will do its best to honor prior agreements, individuals or groups that use the Church facilities on a regular basis should be aware that they may be required to reschedule a date if a Church activity must be held on that date. Contract renewals for using the Church facilities on an ongoing basis will take place annually in August.

The Church will make every effort to ensure that all systems are in working order, the facilities are reasonably clean, and no other event interferes with the date and time of your event once approval has been granted and all contractual commitments have been met. There may, however, be other events scheduled in other parts of the building. If this would be a problem, please specify this on the request form.

Any groups using the facilities for activities that involve children and youth under the age of eighteen (18) must also read our attached *Safe Sanctuary Policies & Guidelines* and sign the agreement to comply with the Ministry Supervision Guidelines policies.

## **RESPONSIBLE PARTY**

The Responsible Party agrees to implement all of the policies and requirements contained within this document, report any damage to Church property, and pay all fees in a timely manner.

1. The group/organization/event participants/attendees may only use the parts of the Church property that are specified in the agreement.
  - a. The Responsible Party will be assessed a fee of 1.5 times the normal charge for any spaces used that were not specified in the agreement.
2. The group/organization/event participants/attendees must return the facilities, furniture, and other moveable property, to their original state by 11pm on the day of the event.
  - a. Decorations may not be attached to the furniture or walls with glue, nails, pins, or other methods that can damage the property.
  - b. Furniture and other moveable property may not be moved unless indicated.
  - c. All areas that had been used must be left clean. If the kitchen has been used, all dishes, stovetops, and sinks used must be cleaned and all items put back as found.
  - d. The floor should be swept and any spills cleaned up.
3. All food, drink, and trash resulting from the event/activity must be removed from the premises by 11pm of the day of the event/facility usage. Cigarette butts and other trash must be properly disposed of and not left inside or outside on church property.
  - a. The Church's outdoor trash cans are for Church use only.
4. Smoking is not allowed inside the Church. Alcoholic beverages and recreational drugs of any kind are not allowed inside or outside on Church property.
5. All users of the Church's facilities must comply with the Ministry Supervision Guidelines in the *Wesley Memorial UMC Safe Sanctuary Policies and Guidelines*, accessible at <https://wesleymumc.org>.
6. All individuals associated with the group/organization/event/activity must exit Church property, and the lights must be turned off, the AC/heat returned to the position it was in before the event/activity, all windows and doors shut and locked, by 11:00pm.
7. The Responsible Party must return the Church key within 48 hours of the event unless otherwise specified in the agreement.

8. The cost of repairs or replacement of any property, to include the cost of replacing locks if the key is not returned within 48 hours, will be charged to the Responsible Party.
9. In the event that any of the above policies are violated, the Church will not refund the security deposit; other fees may also apply.

## **FEE POLICIES**

The current fees for each space are included in the Request for Use of Facilities form. Nonprofit organizations and student groups may receive discounted rates and 12-step support groups may have their fees waived at the discretion of the Pastor and Church Leadership Board.

All fees are for three (3) consecutive hours of use. An additional charge of \$25 will be added for each (1) hour beyond the first three (3) hours for the Sanctuary and Epworth Hall.

A \$250.00 refundable security deposit is required to secure the contract, and will be returned within two weeks after the event/activity if the facilities were left in satisfactory condition and the key returned within 48 hours of the event/activity. The deadline for full payment will be specified in the contract.

All fees should be made payable to Wesley Memorial United Methodist Church. Special rates may be negotiated for such circumstances as long-term use.



## ***Facility Use and Hold Harmless Agreement***

I, the Responsible Party, have read the *Facility Use Policy* and agree to abide by all the conditions and policies stated therein. I have also completed the *Request for Use of Facility* form completely and truthfully. I understand that if I do not comply with any of the policies that I may forfeit all or part of my deposit(s) both refundable and non-refundable. I understand that my request must be approved by the Pastor and/or Church Leadership Board before any binding agreements may be entered and that fees must also be paid prior to the event, as specified by the agreement.

Further, I shall indemnify and hold harmless the Wesley Memorial United Methodist Church from any and all claims from injury to person or property resulting from or based upon the actual or alleged use of Church facilities by myself and/or the group I represent, including claims caused by, or alleged to be caused by, the actual or alleged negligence of the Church; I shall, at my own cost and expense, defend any and all suits which may be brought against the Church either alone or jointly with others upon any such claims and shall satisfy, pay and discharge any and all judgments and fines that may be recovered or assessed against the Church in any such action- provided that the Church shall give written notice of any such claim, demand or assessment. The term "Church" as used herein shall include the Wesley Memorial United Methodist Church, 1901 Thompson Road, Charlottesville, Virginia and their officers, agents and employees; and the term "claim" shall include liability, loss damage, expense, cause of action, suit claim, or judgment.

I understand that I am responsible to report any damage to church property as soon as possible to the church administrator/office manager, Pastor, or the Church Leadership Board. In the event of damage to the church, I shall accept the amount of repair and replacement costs as determined by the Church Leadership Board or their designee and shall pay for such repair and replacement costs within 30 days of request.

If my/our use of Wesley Memorial United Methodist Church's facilities will involve activities for children and youth under the age of eighteen (18), I will read the *Wesley Memorial UMC Safe Sanctuary Policies and Guidelines*, and implement the Ministry Supervision Guidelines.

**Agreed (initial):** \_\_\_\_ Yes \_\_\_\_ No

**Group or Event Name:**

**Responsible Party's Name:**

**Responsible Party's Signature & Date:**

## ***REQUEST FOR USE OF FACILITY***

1. Today's date:
2. Requested date(s) for use of the facility:
3. Requested time for use of the facility (including set-up):
4. Is this facility use request for a group/organization? (Y/N)
  - a. If so, what is the name of the group/organization?
  - b. What is the purpose or business of the group?
5. Purpose of the facility use request (meeting, wedding, etc.)
6. Approximately how many people will be in attendance?
7. Will your use of Wesley Memorial United Methodist Church's facilities involve activities for children and youth under the age of eighteen (18)? (Y/N)
8. Does your group qualify under Section 501 as a not-for-profit organization? (Y/N)
9. Does your group carry liability insurance?(Y/N)
  - a. If Yes, name of carrier and policy #:
10. Name of the Responsible Party, that is, the person who is responsible for the group's use of the facility and will be in attendance during the activity/event:
  - a. Responsible Party Phone Number and Email Address
  - b. Responsible Party Home/Billing Address
11. Alternate Contact Person Name and Phone Number
12. Facilities requested (Please check all that apply, rates are for three hours at a time):

_____Refundable security deposit	\$250
_____Sanctuary	\$250
_____Organist orientation fee	\$50 - required if the organ is to be used by a person other than the church organist.
_____Technical orientation fee	\$50 - required if sanctuary users wish to use the sanctuary sound or video systems.
_____Epworth Hall (includes Kitchen)	\$250
_____Aldersgate Room	\$50
_____Individual Classrooms	\$35
_____Nursery	\$60
Total Fees: \$_____	

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For Church Leadership Board Use Only:

Approved? (Y/N)

Approval date:

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## **FACILITY RESERVATION**

\_\_\_\_ Date and time of the reservation:

\_\_\_\_ Facilities reserved:

\_\_\_\_ \$250 refundable security deposit paid on \_\_\_\_.

\_\_\_\_ Full payment (non-refundable) paid on \_\_\_\_.

\_\_\_\_ The Responsible Party is 21 years of age or older.

\_\_\_\_ The Responsible Party has signed the Hold Harmless Agreement.

\_\_\_\_ Arrangements have been made to give a key to the Responsible Party, which are:

\_\_\_\_ Arrangements have been made to receive the key back from the Responsible Party, which are:

\_\_\_\_ Additional information/details/special considerations/agreements (attach fresh page if needed):

Church Representative Name, Signature, and Date:

Responsible Party Name, Signature, and Date:

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## **COMPLETION**

\_\_\_\_ Date/time key was picked up and from whom:

\_\_\_\_ Date/time key was returned and to whom it was returned:

\_\_\_\_ Facilities were left in satisfactory/unsatisfactory condition. If unsatisfactory, these were the specific problems (attach fresh page if needed):

\_\_\_\_ Refundable Security Deposit returned to Responsible Party and date: \$

\_\_\_\_ Fees assessed to Responsible Party and date: \$

\_\_\_\_ All fees paid by Responsible Party and date(s):



# Wesley Memorial UMC

## Safe Sanctuary Policies & Guidelines

### Introduction

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The following is a reflection on the adopted resolution. (*Book of Resolutions*, 2016 #3084)

A central tenet of the Christian faith is the inherent value and worth of all children, youth, and adults. Children, youth, and other vulnerable people are least able to protect themselves in our society and are particularly vulnerable to abuse and neglect. The United Methodist Church is eager to do all it can to protect the youth, children, and other vulnerable people who participate in the life of this congregation.

We believe implementing a policy and adopting procedures to protect our children, youth, and other vulnerable people recognizes that:

Our Christian faith calls us to offer both hospitality and protection to our children, youth, and other vulnerable people. The Social Principles of the United Methodist Church state, "...children must be protected from economic, physical and sexual exploitation and abuse." The Social Principles also state, "...all persons are individuals of sacred worth, created in the image of God."

Tragically, churches have not always been safe places for children, youth, and other vulnerable people. Neglect, sexual abuse, and exploitation occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, racial, and ethnic lines. God calls us to make our churches safe places, protecting children, youth, and other vulnerable people from abuse.

- Abuse prevention and ministry protection policies and procedures are essential for congregations, not only for the protection and safety of our children, youth, and other vulnerable persons, but also for our volunteers and staff working with them.
- The Gospel calls us to be engaged in ministry with children, youth, and other vulnerable persons (*Safe Sanctuaries: Reducing the Risk of Abuse in the Church for Children and Youth*, page 10).

Jesus taught, "Whoever welcomes one such child in my name welcomes me" (Mark

9:37 NRSV) and “If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck, and you were drowned in the depth of the sea” (Matthew 18:6 NRSV).

We should not allow possible risks to undermine or stop our ministry. Rather, we must:

- Acknowledge the risks and develop a practical plan to address these issues.
- Take steps to prevent harm to our children, youth, and other vulnerable persons; and
- Continue to answer the Gospel’s imperative to be in ministry with children, youth, and other vulnerable persons, thus making a difference in their lives. (Adapted from *Safe Sanctuaries: Reducing the Risk of Abuse in the Church for Children and Youth*, page 10).

Safe Sanctuaries policies and implementation of practices that reflect those policies seek to fulfil this call for our church.

### **Volunteer/Staff Selection Policies**

All volunteer and paid staff who work with children, youth, and other vulnerable people at Wesley Memorial UMC will be:

- At least 21 years old. Exceptions apply for approved youth helpers.
- At least five years older than the oldest child/youth they will be supervising.
- A regular attendee at Wesley Memorial United Methodist Church for at least six months. *Rare exceptions may be made in consultation with the pastor.*

All volunteer and paid staff (including clergy) who work with children, youth, and other vulnerable people at Wesley Memorial UMC will:

- Complete and sign an application and the related waivers giving permission to check background information.
- Undergo a criminal background check if they will have leadership responsibility for children/youth/other vulnerable people.
  - Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program for preschoolers, children, youth or other vulnerable people.
- Be interviewed for suitability for the work they desire to do.
  - Interviews will be conducted by the leader of the program in which the applicant will work. Church policy and guidelines should be discussed during the interview.
- Be rescreened every three years.



## **Training**

Prior to working in the youth's or children's ministries (or any area including other vulnerable people), workers must complete child protection safety training, and complete this training annually while employed or volunteering regularly in a capacity that involves supervising activities for children, youth, or other vulnerable people.

## **Ministry Supervision Guidelines**

Whenever supervising activities involving children and youth at Wesley Memorial UMC:

- At least two non-related adults (including at least one screened adult) will always be present.
- Children, youth, and other vulnerable people will be checked into and out of a church-sponsored activity by their parent or legal guardian or people authorized by the parent/legal guardian.
- Participants will have access to a telephone or cell phone when groups are at or away from the church facility.
- One-on-one interactions with children and youth will be with an open door and visible to all. The pastor, parent or guardian, or another screened adult should be aware of any such interactions.

Activities with children, youth and other vulnerable populations should be publicly accessible. Anyone has the right to visit and observe the children's/youth's/other vulnerable person's activity, classroom, or church sponsored program at any time, unannounced as long as the two-adult rule is being followed. Exceptions to this right may be issued at the discretion of church leadership.

- All classroom and office doors will have a window or be visible from the hallway, or doors should remain open while the room is occupied.
- Windows will be kept free from adornment.
- If the two-adult rule cannot be implemented, a screened, designated roamer will regularly check on groups with only one adult.

For overnight events at the church and church-sponsored off-premise activities, two or more screened adults must be present. This arrangement must include at least one male and one female if the group is mixed gender.

Whenever Wesley Memorial UMC transports children, youth, or other vulnerable people away from the church campus:

- No youth should drive to/from events.
- An adult should never transport a child/youth/other vulnerable person alone.
- Drivers of church vehicles should be approved and covered by the church's insurance company.
- Drivers should go through the same screening process as other paid/volunteer staff.

Electronic or media communications may be useful tools in supporting ministries with children, youth, and other vulnerable people. Adult staff and volunteers shall never initiate a connection (friending, following, etc.) on social media with a child, youth, or other vulnerable person. If the child, youth or vulnerable person initiates a connection, their parent or guardian as well as the pastor in charge shall be notified.

If an adult leader receives a private text from a child, youth, or vulnerable person that seems to be questionable, the adult leader should immediately end the conversation in the virtual space and offer opportunities to have the conversation in person and in compliance with the earlier guidelines for one-on-one conversations. The ministry supervisor and/or parent/guardian should be made aware of the incident immediately.

*Note: If an in-person meeting is not possible, those involved will determine the most reasonable alternative in compliance with the earlier guidelines for one-on-one conversations.*

Adult leaders should post photos on social network sites only with prior written permission granted by a parent/guardian. When posted, PHOTOS MUST NOT BE TAGGED with names or location indicators. All photos must be appropriate and in keeping with the spirit of the ministry event. Additionally:

- All in-person protection policies apply to online platform meetings like Zoom, Skype, Messenger, and so on. For example, two unrelated adults should be present in the virtual room just as they would be in a physical room.
- Online activities shall be conducted using a church account, not a personal account.
- Communication about online meetings shall be shared with parents/guardians.
- Adult leaders and participants shall use their real names as usernames.
- Attendance of online meetings shall be documented.
- All electronic communications shall be documented and retained.

Whenever Wesley Memorial UMC hosts an activity involving children, youth, or other vulnerable people from another church or community organization, the person in charge will implement *Wesley Memorial UMC Safe Sanctuary Policies and Guidelines*. This also applies to groups renting our facilities for events/activities in which Wesley Memorial UMC is not otherwise involved.

If a volunteer/staff person suspects, witnesses, or learns of abuse or neglect of a child, youth, or other vulnerable person at a Wesley Memorial UMC-sponsored activity, the volunteer/staff person shall:

- Take immediate steps to ensure the safety of the vulnerable person.
- Notify the ministry supervisor, pastor in charge, or designee.
- Report to the appropriate county/state hotline or authorities.

## Congregational Covenant and Adoption

Wesley Memorial United Methodist Church's purpose for establishing these *Safe Sanctuary Policies and Guidelines*, is to demonstrate our total and unwavering commitment to the physical wellbeing, emotional safety, and spiritual growth of all our children, youth, and vulnerable people.

We adopt this policy in accordance with the statement we as a congregation make at each baptism—that we will “nurture children and youth in the Christian faith and life and include them in our care.” With this policy, we renew our baptismal pledge to “live according to the example of Christ” and surround children, youth and other vulnerable people with a “community of love and forgiveness, that they may grow in their trust of God, and be thus confirmed and strengthened in the way that leads to life eternal.” (Baptismal Covenant II, *United Methodist Book of Worship*, p.96).

This policy coordinates and supersedes the previous policies used by Wesley Memorial UMC.

As a Christian community of faith and a United Methodist congregation, we are committed to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all our children, youth, and vulnerable people, as well as all the workers with the children, youth, and vulnerable people. By this policy and its accompanying procedures, we implement prudent operational procedures in all programs and events.

- Training: We will conduct training on this policy and its procedures to assure that adults involved in activities with children, youth, and vulnerable people are aware of these standards and will abide by them.
- Screening: All adults and minors above the age of fourteen who have a direct involvement with activities covered by this policy and its procedures will be screened in accordance with Virginia Annual Conference policy.
  - All people who are subject to this policy will be rescreened every three (3) years. Any person who was screened but, for whatever reason, has been absent from the Wesley Memorial UMC community for more than one (1) year and thereafter returns, will be rescreened.
- Supervision: All activities covered by this policy and its procedures will be supervised by the appropriate number of screened adults.

## Conclusion

In all our ministries with children, youth, and vulnerable people, Wesley Memorial United Methodist Church is committed to demonstrating the love of Jesus Christ so that each of God's children here will be “surrounded by steadfast love, established in the faith, and confirmed and strengthened in the way that leads to life eternal.” (“Baptismal Covenant 11,” *United Methodist Hymnal*, p.44.)