



MAPLE SPRINGS

UNITED METHODIST CHURCH

POLICY FOR USE OF BUILDINGS AND FACILITIES
2569 Reynolda Road, Winston-Salem, NC 27106
Phone: 336-722-7563 E-mail: betsy@maplesprings.org

Governing Principles

1. The mission of the United Methodist Church is to “make disciples of Jesus Christ for the transformation of the world.” The mission of Maple Springs UMC is to be “rooted in Christ, growing in Christ, and bearing fruit for Christ.” Members, non-members, and outside groups requesting to use our buildings, grounds, facilities and equipment may be asked to define how their event fulfills our mission statement. Individuals / groups may be asked to appear in person before the pastor(s), Trustees, and/or Church Council Chair to discuss their building use request so that those authorities can determine whether the proposed use fits with the mission of the Church.
2. Mindful of the Christian commitment to serve, this policy is in compliance with and supplements the 2012 *Book of Discipline* of the United Methodist Church.
3. The Board of Trustees, in consultation with the Pastor(s) and/or Chair of Church Council, have the sole authority and discretion to determine whether any individual or group may use Church buildings, grounds, facilities and equipment.
4. Use of the building, grounds, facilities and equipment results in expense to the Church. Please reference the Fee Schedule, which details the fees associated with various uses of the property.

Who may use the Church building, grounds, facilities and equipment in order of priority:

1. The ministries of the Church: This includes worship services, groups, work areas, events, and committees sponsored by the Church Council.
2. Weddings & Memorial Services
 - (a) Church Members: Members of Maple Springs UMC may use the Sanctuary and other facilities at Maple Springs UMC for weddings, receptions, and memorial services. The service must be consistent with the 2012 *Book of Discipline*. The Maple Springs UMC pastor(s) must approve and make invitation to any outside clergy who may be requested to perform any services. Cleaning fees will apply.
 - (b) Non-Members: Persons who are not members of Maple Springs UMC may be approved to use the Sanctuary for weddings or memorial services, provided that the service is consistent with the 2012 *Book of Discipline*, approved by the pastor(s), and the pastor(s) is available for oversight. Maple Springs UMC pastor(s) must approve and make invitation to any outside clergy performing services in our Sanctuary. Use of other spaces in the Church will require approval from the Trustees, in consultation with the Pastor(s) and Chair of Church Council. Building use fees and cleaning fees will apply.
3. United Methodist district and conference events.

4. Other Events: Individual members of Maple Springs UMC and non-profit civic, service, educational, social, and charitable groups may be approved to use the facilities, provided that the proposed use of the facilities is consistent with the aforementioned missions of our denomination and local church. Building use fees and cleaning fees will apply.

Prohibited Uses

1. For-profit groups or businesses will not be approved to use the facilities at Maple Springs UMC, unless that use is part of a church-sponsored activity or ministry. The Trustees, in consultation with the Pastor(s) and Chair of Church Council, must approve such uses. Fees may apply.
2. No political group(s) may use the church facilities or grounds for any purposes.

POLICIES AND PROCEDURES

1. All requests for facility use must be made through the Church Office during office hours, 8:30 a.m. to 4:30 p.m., Monday through Friday. Please call or email the church office manager, betsy@maplesprings.org, to see if your date is available.
2. All requests must be made in writing on the attached application. This application can be obtained by sending an email to the church office at betsy@maplesprings.org. The form may also be submitted to the church office by sending the completed form to the church office at betsy@maplesprings.org.
3. The application will then be reviewed by the 1. church office manager 2. the church pastor or council and 3. The church trustees. At that time an email will be sent to you to notify you if your request can be honored.
4. Each request must provide the name of a responsible adult who will be with the group at all times when the facility is in use. In addition, each request must have a Maple Springs UMC member serve as the "Sponsor" for the activity and that member must be present during the entirety of the group's use of the facility.
5. When the kitchen is to be used, the Kitchen Committee will notify you in advance through the Church Office, and the responsible adult must attend an orientation to receive instructions on proper use of the commercial kitchen. The kitchen at Maple Springs UMC is subject to health inspections by Forsyth County. If the kitchen is to be used for an event, a member of the Kitchen Committee must be present during the event to supervise the use of the kitchen.
6. If audio/visual equipment is needed (other than a microphone in Craven Hall), arrangements must be made in advance through the Church office. There is an hourly fee for this service.
7. No smoking is allowed in any church building.
8. No alcoholic beverages are permitted in any building or on the premises.
9. No weapons are allowed in any Church building or on the premises.
10. No furnishings or equipment shall be borrowed or removed from the building or grounds.
11. The Sanctuary is to be used for the worship of God. It will not normally be used for any purpose other than religious ceremonies and meetings for the purpose of carrying on the business of the Church, as defined by and in compliance with the *2012 Book of Discipline* of the United Methodist Church. Any

other requested use of the Sanctuary will be at the discretion of the Trustees, in consultation with the Pastor(s) and Church Council Chair.

12. Any damage to the building, equipment or furniture will be the responsibility of the group using the facilities.

13. Anyone using the facility is responsible for turning off the lights and locking the building. Keys must be picked up during office hours and returned to the church office at 8:30 a.m. the next business day after the event. There is a refundable key deposit of \$25.00. Checks should be made payable to Maple Springs United Methodist Church.

14. The heating and cooling controls are preset. Please do not adjust the thermostats.

15. All furnishings and equipment should be returned to their proper place before leaving the building, including chairs, tables, kitchen equipment and audio/visual aids.

16. All food and personal items should be removed from the facilities at the conclusion of an activity. Dumpsters are available behind Craven Hall. The Trustees reserve the right to assess additional cleaning fees as needed.

17. Anyone using the facility should provide their own coffee and paper products.

18. Written proof of liability insurance may be required of any outside groups using the church facilities or premises for an event. If requested, WRITTEN verification (hard copy) of liability insurance and proof of Workers' Compensation Insurance (if applicable) must be on file in the church office PRIOR to the event.

19. In consideration for using the premises or facilities at Maple Springs UMC, all persons or groups must agree to hold Maple Springs UMC harmless in the event of any accident, damage and/or injury that may occur to users and their property not due to negligence on the part of Maple Springs UMC.

20. All persons or groups using the premises or facilities at Maple Springs UMC must follow Maple Springs UMC's **Safe Sanctuaries Policies and Procedures**, which are available for review on the church website, www.maplesprings.org, under the "Children's Ministries" tab.

21. No agreement for building usage is final until the "Application for Use of Buildings and Grounds" has been fully approved and signed, and all deposits and applicable fees have been received by the Church, which are due 2 weeks prior to the event.

FEES

Please reference the Fee Schedule on the application for information regarding applicable fees.

9/2018

APPLICATION FOR USE OF BUILDINGS AND GROUNDS REQUEST

Maple Springs United Methodist Church
2569 Reynolda Road, Winston-Salem, NC 27106

Phone: 336-722-7563 E-mail: betsy@maplesprings.org

lease return completed form to Maple Springs United Methodist via mail or Email

Event/Group Name: _____

Event Name _____

Event Date: _____ Expected attendance: _____

Contact Person: _____ Phone: _____

Email: _____

Maple Springs Sponsor Name _____ Phone # _____

Event Date: _____ Expected attendance: _____

Time of Event: _____ to _____

Time needed for set up to take down: _____ to _____

Does this event repeat? Yes No

Description of event:

Is this a Maple Springs Church Group

Other Methodist Group

Non-Methodist Group

Please circle appropriate group:

Civic; Service; Educational; Social; Charitable

Are you a qualified 503(c)(3) organization? Yes No

Additional items needed:

Technician needed

Key

Craven Hall Kitchen:

Ice Refrigeration Cooking

Warming Pans

Food will be catered in

by whom: _____ phone _____

Description of usage:

OTHER INFORMATION:

Please make checks out to MSUMC.

I HAVE READ THE POLICIES AND PROCEDURES FOR THE USE OF THE CHURCH BUILDINGS AND FACILITIES AND AGREE TO ABIDE BY THEM.

IN CONSIDERATION FOR USING THE PREMISES OR FACILITIES OF MAPLE SPRINGS UMC, I AGREE TO HOLD MAPLE SPRINGS UMC HARMLESS IN THE EVENT OF ANY ACCIDENT, DAMAGES, AND/OR INJURY THAT MAY OCCUR TO USERS AND THEIR PROPERTY NOT DUE TO THE NEGLIGENCE OF MAPLE SPRINGS UMC.

SIGNATURE: _____ DATE: _____

TITLE: _____

Office use ONLY

Recommendation by Pastor/Church Council Chair: ___ Approved ___ Denied Date: _____

Action by Trustees: ___ Approved ___ Denied Date _____

Requestor notified on _____ by _____.

Placed on Calendar _____ By _____

Date keys issued _____ By _____ Initials of Group Rep. _____

Key Deposit Paid _____ By _____

Insurance Info on File _____ Date: _____

Fees Collected _____ By _____

Keys Returned _____ Initials of Group Rep. _____

Key Deposit refunded _____

ROOMS REQUESTED / FEES

(please check all applicable rooms)

*Wedding with reception will be \$1,000/ \$750 wedding only
There will be an additional \$50.00 cleaning fee charged per room.
All fees must be paid 2 weeks prior to the event*

- | | |
|-----------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Sanctuary (\$200.00) | <input type="checkbox"/> M2 Fellowship (\$40.00) |
| <input type="checkbox"/> Cokesbury (\$150.00) | <input type="checkbox"/> M4 Joy (\$20.00) |
| <input type="checkbox"/> Craven Hall (\$150.00) | <input type="checkbox"/> M5 Scouts (\$20.00) |
| <input type="checkbox"/> Craven Kitchen (\$150.00) | <input type="checkbox"/> M6 Food Pantry |
| <input type="checkbox"/> Craven Lobby (Not available) | <input type="checkbox"/> M7 UMAR (\$20.00) |
| <input type="checkbox"/> E1 Children's Assembly (\$20.00) | <input type="checkbox"/> M8 Brides Room (\$20.00) |
| <input type="checkbox"/> E7 Infants/Crawlers (\$20.00) | <input type="checkbox"/> M14 Parlor (\$20.00) |
| <input type="checkbox"/> E8 Toddlers/2's (\$20.00) | <input type="checkbox"/> M17 Conference (\$20.00) |
| <input type="checkbox"/> E9 Infants (\$20.00) | <input type="checkbox"/> M26 Focus (\$20.00) |
| <input type="checkbox"/> E10 Toddlers/2's (\$20.00) | <input type="checkbox"/> M29 Pathways (\$20.00) |
| <input type="checkbox"/> E12 3/4 year olds (\$20.00) | <input type="checkbox"/> M102 Choir (Not available) |
| <input type="checkbox"/> E13 Kindergarten (\$20.00) | <input type="checkbox"/> M105 Robing (Not Available) |
| <input type="checkbox"/> E14 3 year olds (\$20.00) | <input type="checkbox"/> M106 Library (\$20.00) |
| <input type="checkbox"/> E15 2nd Grade (\$20.00) | <input type="checkbox"/> M107 Inquirers (\$20.00) |
| <input type="checkbox"/> E21 Senior High (\$20.00) | <input type="checkbox"/> M201 Stephen Ministry (\$20.00) |
| <input type="checkbox"/> E22 Asbury (\$20.00) | <input type="checkbox"/> M202 Ruth (\$20.00) |
| <input type="checkbox"/> E23 Liquid (\$20.00) | <input type="checkbox"/> M205 Travelers (\$20.00) |
| <input type="checkbox"/> E25 Middle School (\$20.00) | <input type="checkbox"/> M206 Sisters (\$20.00) |
| <input type="checkbox"/> E26 4th/5th Grades (\$20.00) | <input type="checkbox"/> M207 Art/storage (Not Available) |
| <input type="checkbox"/> E27 Next Gen (\$20.00) | <input type="checkbox"/> Offsite (Not applicable) |
| <input type="checkbox"/> E28 Bells (Not available) | <input type="checkbox"/> Picnic Area (\$75.00) |

ADDITIONAL FEES:

_____ Sound Tech (75.00/hour) payable to Tech upon arrival

_____ Key deposit (if applicable)