



Silver Spring United Methodist Church

Building Use Rules

The primary purpose of our building is to carry on the ministry of the local church. Silver Spring UMC has an active ministry to children, youth, adults, and senior adults. It has a significant outreach into the community through feeding ministries, partnerships with schools and other local non-profit organizations, and other social services. The programs and people are the top priority when it comes to building use. Secondly, Silver Spring UMC serves as a home for a number of community groups, non-profit organizations, schools, and churches.

Building use activities fall under the jurisdiction of the Leadership Council with direction and ultimate decision making resting with the Senior Pastor. No commitment for building use is finalized until the Room Use Agreement has been completed and executed by the church.

Silver Spring UMC has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflicts with the bylaws and the practices of this congregation and the United Methodist Church denomination.

What makes a good building partner?

1. **Coordination.** There is a limited amount of space in a church. A good building partner recognizes this limitation and works to make their organization's footprint as mild as possible. They only use the space and times that have been authorized for their group. They police their own group so that individuals of the group do not violate these rules or use other spaces. They realize that the church does not have staff on-site 24 hours a day, so they work to take responsibility for their own needs and they communicate with the church frequently.
2. **Responsibility.** A good building partner will leave rooms they use tidy or better than they find them. While the church employs janitorial services to do regular cleaning, a partner will make sure that undue messes are avoided. They take care not to damage the building or its contents. The immediately report damage that they find and they take responsibility when they cause damage. They supervise their children and do not let them run freely throughout the building.
3. **Cost.** A good building partner participates in the burden of maintaining the physical building and its surroundings. This means they pay on or before the first of the month. They may also contribute to the long-term capital needs of the building, but only with prior discussion with the Church Council. A

good building partner also realizes that this is a church building, not a grade-A office building, and that some maintenance and repair issues may be delayed or deferred when the church has insufficient funds to cover them.

4. **Liability.** A good building partner will report physical damage immediately to the church, and will take financial responsibility if it is caused by them. The partner will maintain general liability insurance, will name a Silver Spring UMC as an additional insured, and will provide a binder or Certificate of Insurance to the church at least annually.
5. **Security.** With a building in a busy, urban area, Silver Spring UMC is committed to best-practices in security of its people and buildings. The security of our buildings is a top concern and everyone who uses the building must be vigilant to maintain locked and monitored doors at all times. Doors can never be propped open unless actively and continuously monitored. Groups will also comply with all fire regulations, including: 1) not storing any items in hallways or stairwells, 2) never allowing smoking in the building or on grounds, 3) never playing with or defacing fire alarms, smoke detectors, or fire extinguishers, and 4) using extreme care with lit matches and candles.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflicts with the bylaws and the practices of this congregation and the denomination.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Fees for Facility Usage
- Rules and Regulations of the Administrative Board
- *Release and Indemnity Agreement* Form

Steps to Facility Use Scheduling

1. Fill out a *Room Use Agreement*. One is included in this guide or you may obtain one from the church office or at our website: www.yourchurchname.com under the Contact Us tab.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the *Room Use Agreement* to the Church Administrator who will evaluate your request and notify you if it is approved or not approved.

Fees for Facility Usage

Please note the fee schedule below. Also, be sure to review the Impact Fee schedule following the basic fee table.

Downtown Campus 8900 Georgia Ave		Member	Community Group		Commercial
Room		All times	Mon-Thur	Fri-Sun	All times
Sanctuary * 500 people	First 3 hours:	\$750	\$1,250	\$1,380	\$1,570
	Additional hrs:	\$125	\$125	\$140	\$315
Fellowship Hall 150 people	First 3 hours:	\$250	\$315	\$440	\$570
	Additional hrs:	\$70	\$80	\$105	\$125
Chapel * 100 people	First 3 hours:	\$250	\$250	\$335	\$375
	Additional hrs:	\$125	\$100	\$130	\$190
Gymnasium 50 people	First 3 hours:	‡	\$125	\$125	\$250
	Additional hrs:		\$40	\$40	\$75
Classroom 30 people	First 3 hours:	‡	\$75	\$100	\$125
	Additional hrs:		\$25	\$25	\$50

Impact fees are charged at the discretion of the Church Administrator taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may be in excess of these guideline amounts.

Impact Fees	0-29 people	30-99 people	100+ people
Setup	75	75	75
Substantial Setup	100	150	150
Fri/Sat Cleaning	75	120	175

Rules and Regulations of the Leadership Council

Breakage

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Groups wishing to use the sanctuary must submit the security deposit. The deposit will be applied to the cost of the rental; if all Rules and Regulations have been followed and no breakage has occurred.

Room Setups

All rooms have been designated with a standard room setup. The Operations Manager will provide each group with a diagram of this standard for the room they are interested in using. Any setup changes requested by the group are subject to approval by the Church Administrator and are considered in the calculation of Impact Fees noted above. Building Users **must return the room to the set up in which it was found.**

Organ and Piano Use

Permission to use the organ, harpsichord, or piano must be granted in writing by Operations Manager in consultation with our Director of Music Ministries. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Director of Music Ministries. Pianos cannot be moved except by permission from the Director of Music Ministries or Operations Manager, and may require the assistance of professional movers in the case of grand pianos. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

Sanctuary Sound System

The Sanctuary sound reinforcement or recording systems are available upon request. The systems may be operated by the church sanctuary sound technicians (at a cost of \$75 per event) or by technicians pre-approved by the Operations Manager. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

No Smoking Policy

All members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts of the building, including corridors and restrooms, and on the church grounds, including parking lot and walkways. Violation of this rule is sufficient grounds for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

Alcohol Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

No Games of Chance

Denominational church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Church Administrator or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Administrator's directions or forfeit immediately the use of any part of the facility.

Supervision of Children and Youth

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- Children must be supervised in the building at all times, including in hallways, the gym, the Fellowship Hall, and/or classrooms. Children may not roam the hallways or classrooms of the church without adult supervision.
- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the Children and Family Ministry Coordinator.

Food and Drink

There is no food or drink allowed in the Sanctuary or Chapel spaces. All other food and drink requires approval in advance as noted in the Room Use Agreement.

Decorations

Decorations may be attached to the walls, doors, and light fixtures with painters tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

Starting and ending times

The building must be completely cleared not later than 10:00 p.m. to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

Emergency Scheduling Conflicts

The Church has the first-right of use for all spaces which are not specifically outlined within a space sharers lease or standing memorandum of understanding. The Church may opt to make spaces outside of these agreements available to users as the Church calendar allows for such fees as the Church may choose to assess according to the above fee schedule. The Church may, in the case of emergencies such as a funerals, weddings, or other unanticipated events re-locate space sharers from such spaces with 48-hours notice or in extenuating circumstances rescind right-of-use.

Storage

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

Parking

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots

specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Security

Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

Building Access and Keypad Use

All space sharing partners must establish a clear protocol for accessing the spaces which they will use with the Operations Manager during normal business hours and at least 48 hours prior to their use of the campus. In instances that keys are shared, or access is granted to our key box, keys are under no circumstances allowed to be copied and must be promptly returned to either the key box or the Operations Manager. Failure to comply will result in an automatic penalty fee of \$75.

The Church has four key pads which grant access to our Facility:

1. Office Door
2. Southern Education Wing entrance
3. Northern Education Wing entrance
4. Fellowship Hall

Codes may be generated by request of the space sharing partner to the Operations Manager at the Operations Manager's discretion. Codes allow for timed entry to the facility 30 minutes prior and following a scheduled event or—in certain circumstances—other time frames at the discretion of the Operations Manager.

Codes should never be shared outside an organization's membership or participants and should never be posted publicly. Organizations must produce, at the request of the Church or Operations Manager, a list of persons who have been given access

to a code. The Church reserves the right to change codes as necessary or to terminate code access in the case of violation of these or other policies or procedures outlined in Building Use or Lease Agreements.

Date Received:

Received By:

Organization Represented:

Acknowledgement of Receipt (signature):

Release and Indemnity

This *Release and Indemnity Agreement* is between the above-named organization ("Organization") and our church.

Recitals

- The church is the owner of the real property and improvements located at 8900 Georgia Ave, Silver Spring, MD 20910.
- [Organization] desires to use the property described above for meetings and other activities.

Agreement

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization's general liability policy.

Acceptance of Responsibility

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Administrative Board, and I hereby consent to the Release and Indemnity Agreement.

Signature: Date:

Print name:

Title:

Address:

Phone: