



Mountain View United Methodist Church

BUILDING USE GUIDELINES

The Board of Trustees of Mountain View United Methodist Church is the “keeper of God’s house” and its ministry ensures that the facilities are functional, safe, and ready for the work of the whole church. All areas of the facility are “sacred space” in the sense that they are there for the purpose of helping to advance the church’s mission to make disciples.

The primary purpose of the church building and facilities is to support the vision, mission and ministries of Mountain View. Good stewardship, common sense, and prudence dictate that the church facilities, property, equipment, furnishings, and other physical property be well maintained and used appropriately. A facility that is “well groomed” and attractive is much more welcoming, safe and hospitable. We honor God when we care for what has been entrusted to us, but we must be careful that the property does not become an item of worship in itself. The Board of Trustees has been entrusted to see to the proper keeping of God’s house, as a way to honor Him and to facilitate the ministry of the church.

Policy Statement for Building Use

- The Board of Trustees AND/OR the Pastor have sole discretion for approval of the use of the church facility and/or furnishings and fees.
- The “USE OF CHURCH FACILITIES REQUEST FORM” application (see last page of this document) must be submitted and scheduled through the church office.
- General use of church facilities is for personal/church use only, for-profit groups or organizations are not permitted.
- Church-related events/meetings take precedence over outside activities. District events will be considered after church events, but ahead of outside events.
- Use of office equipment (copier, fax, etc.) is for church-related business and events only.

All Groups

- The leader/person in charge is responsible for setup and takedown at the close of all activities.
- All activities involving children and youth must have adequate adult supervision. Children must be properly supervised at all times.
- Because we do not have a full-time cleaning staff, we ask that you be respectful of the next group needing to use the space. When leaving, please ensure that:
 - All property and furniture has been returned to its proper place and condition.
 - All trash and litter has been properly disposed of in the outside garbage containers located near the parking lot.
 - Non-church sponsored events are required to remove their own trash and garbage off-site.
 - Tables have been wiped down and, if necessary, floors have been swept or mopped.
 - The thermostats should be left on automatic (or heat returned to 64°F or air conditioning to **80°F**)
 - All kitchen appliances are left clean and shut off.
 - Restrooms need to be checked (paper towels in the trash, water off, toilets flushed, etc).
 - All lights turned off, including those in restrooms and closets.
 - Lock and secure all doors, key returned to office.
- Any event requiring the use of the kitchen must have the leader/person in charge trained in the use of the equipment. See “Kitchen” below.
- Serving drinks containing red or purple coloring are not permitted inside the facility because of the staining potential.

- No nails, tacks, staples, or tape (lo-tack tape is acceptable on floors) may be attached to the walls, carpet, furnishings or equipment. If it is desired to hang items from the walls, please contact Trustee Chairperson for approval.
- The building is designated as a smoke-free facility. Smoking is not allowed in any part of the building including rest rooms and inside commons areas.
- The use of alcohol or any illegal drugs on church property is strictly prohibited.
- Gambling and gaming activities are prohibited.
- The leader/person in charge is responsible to pay for all damages and/or loss of church property that may result from its activities. Any damage or other problem with the building or any of its facilities should be reported IMMEDIATELY to the church office.
- Should there be any oversights the leader/person in charge will be contacted to resolve these issues.
- Janitorial services can be hired at requester's expense. Arrangements can be made thru the church office.

Non-MVUMC Groups

- The church does not charge a fee for the use of its facilities. However, it does incur costs when the facilities are open and available. To help defray costs such as heating, cooling, water and electricity, it is suggested that you make a donation to Mountain View using the guidelines below:

Sanctuary	\$100
Fellowship Hall	\$100
Kitchen	\$100
Sound System	\$75 (includes sound technician)

 (Please indicate "L/I 591" on the "Memo" line of your check)
- All activities must conclude by 10:00 PM unless there is prior approval.
- Any decorations, rental equipment, props, etc. must be removed at the conclusion of the activity.
- Remove all event related trash from the property.
- Non-church groups that use the facility for periods exceeding 24 hours, or utilize non-traditional church equipment, are required to provide a Certificate of Insurance for Public Liability in the amount of \$ 500,000 combined single unit minimum. MVUMC will be named in the policy as Additional Insured, releasing MVUMC and its congregation of liability.

Sanctuary

- Covered containers of water only are approved for use. All other food and beverages are prohibited in the sanctuary at all times, with the exception of communion elements.
- Reverent and sacred programs may be held in the sanctuary, as this is the most holy part of our facility and is to be respected as such.
- Chancel furnishings (altar table, pulpit, lectern, baptismal font, etc.) may be moved only with permission from the Board of Trustees and/or Worship Chair.
- Music instruments may be moved only under the direct supervision of the Music Director with approval from the Music Director and/or Board of Trustees.
- Sound and lighting systems may be used only under the direct supervision of our Sound/Lighting Technician or designee.

Kitchen

- Familiarize yourself with the:
 - Fire Extinguisher
 - Circuit Breaker Panel
 - Emergency propane shutoff valve
 - Operation of the gas stove/oven
 - Operation of the dishwasher
- Kitchen equipment is to be used for food preparation and serving only. No kitchen equipment or supplies are to be used for crafts.
- We prefer that no leftover foods be stored in the freezer/refrigerator from the event. If food items must be stored, please make certain that they are properly labeled, dated and sealed.
 - It is recommended that items be removed from the premises.

- The refrigerator & freezer will be cleaned and items disposed of periodically. Items not marked, or deemed out of date will be disposed of.
- Non-church related events should provide their own supplies (paper goods, drinks, ice, etc.)
- All equipment/supplies must be properly cleaned and stored after use.
- All surfaces must be cleaned and cleared after use.
- Floors are to be swept and mopped after use.
- Dish towels, dishcloths, and aprons must be laundered and returned within 5 days.
- All trash and litter should be properly disposed of in the outside garbage containers located near the parking lot, and new liners placed in the trash cans.
- Non-church sponsored events are required to remove their own trash and garbage off-site.

MVUMC Special Events:

Any special event (performing arts, concerts, exhibits, guest speakers, etc. requiring designated setup) request is to be communicated in writing to the Special Event Liaison representative of the Board of Trustees. If approved, the Board of Trustees will prepare a special event building use guideline.

Loaning Equipment

Designated tables and chairs may be loaned to church members for personal use. All other equipment is to be used for church-related events only and is to remain on the church property unless approval has been obtained from the Board of Trustees. All items must be properly checked out through the church office. Approval for loaning equipment is at the sole discretion of the Trustees.

Gifts

Before memorials and gifts are purchased and offered to the congregation, the Board of Trustees should be consulted to determine that these gifts harmonize with the design and purpose of the church facilities. Used items such as furniture, carpets, mowers, automobiles, etc. shall not be accepted as gifts unless arrangements are made in advance for their use and disposal. All memorials and gifts received shall become, without qualification, the property of the church and can be disposed of as deemed necessary.



**Mountain View
United Methodist Church**
1077 Viewpoint Lane, PO Box 543
Forest, VA 24551
(434)525-6612

USE OF CHURCH FACILITIES REQUEST FORM
(* REQUIRED INFORMATION)**

Name of Non-Profit Group *** _____

Leader/Person in Charge*** _____

Date & Time Needed *** _____

Facilities Requested:***

Fellowship Hall Kitchen Class Room(s) Sanctuary

Donation to cover building expenses:***

\$25 \$50 \$75 Other \$ _____

Purpose of use:***

Special Needs:

Is this event being sponsored by a MVUMC member?*** No Yes

Name of sponsoring member _____

I have read, understand and agree to abide by all the rules and guidelines governing the use of the Mountain View United Methodist Church facilities. The undersigned warrants that the applicant will exercise the utmost care in the use of the church's premises and property, and will make good any damage to said premises and property which arise during the applicant's use thereof, no matter what the cause. The undersigned agrees to indemnify and hold harmless Mountain View United Methodist Church, its agents, and employees, from any and all claims including injuries to persons, and/or property arising, directly or indirectly, out of such use.

Applicant's Signature *** _____ Date: _____

Applicant's Contact information:

Address: _____

_____ Phone:*** _____

email: _____

Trustee Approval: _____ Date: _____

Office Notes: