

Genesis United Methodist Church Facility Use Policies

Adopted: 11/15/2015

Revised: n/a

As part of its commitment to service and mission, Genesis United Methodist Church (Genesis UMC) seeks to provide the community with meeting and use space. Requests for space will follow a consistent review process including financial, legal, social responsibility, and adherence to the values of Genesis UMC.

Mission Statement

Genesis United Methodist Church connects people in Christ-centered and inclusive community that grows faith, engages in service and leads West Michigan and the denomination into expanding visions of justice.

Accessibility

Genesis UMC is fully accessible to all areas of the building by providing; full elevator service, accessible restrooms, a hearing loop system available for the hard of hearing in the Sanctuary and Serenity Room, a stage in the Sanctuary with ramp access, and no fixed in-place seating.

GENESIS UMC does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Definition of Users

Non-affiliated User – Those who are not members of GENESIS UMC.

Ministry Related Organization – Organizations and programs which share ministry objectives of GENESIS UMC.

GENESIS UMC Sponsored Organization – Organizations which are sponsored by GENESIS UMC.

Service/Community Organization – Service groups or Community Organizations.

GENESIS UMC Member – Those who hold membership in Genesis UMC and their immediate families (parents, children, and grandchildren). This also includes all groups and teams of Genesis UMC.

Genesis UMC Active Attender – Those who have regularly attended Genesis UMC for six months and their immediate families (parents, children, and grandchildren).

Staff – Employed staff who are not GENESIS UMC Members.

Reservations

GENESIS UMC reserves the right to refuse rental to organizations and persons whose event is not consistent with the Mission, Vision and Values of GENESIS UMC.

Genesis UMC also reserves the right to cancel any reservations made by organizations who misrepresent the nature of the organization and/or event.

Use of the building and facilities is scheduled around GENESIS UMC events, rehearsals, services, etc. In the case of ongoing use, such as weekly or monthly use or rental of facilities, GENESIS UMC reserves the right to preempt use of the facilities for GENESIS UMC activities and needs. In such cases at least two weeks' notice will be given and GENESIS UMC will provide alternate facilities, or dates of use to the extent possible.

All building reservations will be handled through the Genesis UMC Church Office. The Office Manager (OM) (or Church Treasurer/Administrative Assistant when OM is out of the office) is available to provide tours of the premises and answer any rental questions. All rental communications will also be handled by the OM.

Groups using facilities on an ongoing basis must have an agreement with GENESIS UMC. Ongoing requests will be renewed in September of each year, with fees in effect at the time of the renewal. All persons applying for the use of facilities must be at least 25 years of age, except 21 years of age if a GENESIS UMC member.

Reservations must include times needed for rehearsal and setups, and take down.

Rental Applications are considered in the order the request is received.

Rental Applications are confirmed in the order that the deposit is received. An event date is not secured until the deposit is received.

Space needs and services must be requested no later than two weeks prior to the scheduled event. Changes cannot be made after this time.

GENESIS UMC staff will have access to all rooms in the building at all times.

Violation of any of these criteria is sufficient grounds for GENESIS UMC to deny future use or rental of facilities.

Final decisions on rates and organizations permitted use of the facilities are approved by the GENESIS UMC Pastor, Board of Trustees, or other authorized Genesis personnel prior to scheduling of the event.

Cancellations

Any cancellation which occurs prior to two weeks before a scheduled event only forfeits the non-refundable deposit.

Any cancellation which occurs within two week of a scheduled event will be charged for the first two hours of the room charge and the non-refundable deposit. All other monies will be returned to the renter.

Fees

The rental costs and fees help GENESIS UMC maintain its building and facilities, and cover the overhead costs affiliated with their use.

All event fees are required two weeks prior to any scheduled event. Deposits required to secure an event date are non-refundable. All other fees are refundable if the event is cancelled.

See attached fee schedule.

An event coordinator is required at all events unless attended by a Genesis UMC Member or Genesis UMC Active Attender or an exception is made by the Lead Pastor, Facility Manager or Chair of Trustees.

Exceptions to fees are at the discretion of the Lead Pastor, Facility Manager or Chair of Trustees.

Damages

An after-event walk-through of all rented space(s) will be done by the Event Coordinator, if provided, or Custodian. This person will be responsible for notifying the Church Office of any damage which occurred during the event. The Office Manager would then contact the rental party to arrange restitution, if required.

Costs to repair damage to GENESIS UMC property caused by the renters, or persons attending the event for which the facilities were rented will be charged to the renter.

User Responsibilities

Appoint a single representative to communicate with GENESIS UMC staff. The responsible party will be held accountable for the action of all rental activates, participants, caterers etc., involved with the event.

Complete a Rental Agreement, Waiver and Release form, arrange for after office hours building access, and acknowledge receipt of GENESIS UMC child safety policy.

Operate in a safe and legal manner that keeps children and youth and vulnerable adults safe.

Fire arms (concealed or exposed to view), alcoholic beverages, controlled substances or illegal drugs are not allowed inside the church at any time.

Pets are not allowed, except for assistance animals permitted by law.

Smoking is not allowed inside the building at any time. Smoking is allowed only outside of the building. Clean up any smoking materials discarded on the grounds, failure to clean up smoking materials may result in a cleaning charge.

Candles must be contained in glass or metal holders for safety and protection of surfaces, incense will be reviewed on a case by case basis.

Overloading of extension cords or electrical circuits, free-standing candles, open flames, flammable liquids or anything else that might be deemed a fire hazard is prohibited.

Only free-standing and table-top decorations are allowed. No paint-damaging tape, string, tacks, screws, glue, nails, staples, gum or similar items that do damage to finished surfaces may be used on the walls and ceilings.

Loud activities and music are to be kept to a level that does not disturb other users of the building, nor the adjacent building tenants.

No modifications to the building or its systems, appliances, flooring, carpeting, walls, furnishings or surroundings are permitted.

No items other than those brought into the building by the user may be removed from the building.

GENESIS UMC office equipment, including copy machines and phones, are not available for use.

GENESIS UMC is not liable or responsible for the loss of use, or damage to personal property due to fire, theft, abuse, misuse or any reason while in use at or being stored at GENESIS UMC. Do not leave valuables unsecured or unattended.

Use of and/or rental of facilities does not imply GENESIS UMC endorsement of the renting organization or person. No use of the name GENESIS UMC may be used without the written approval from GENESIS UMC. Permission to post signs or advertising within the church must be approved in writing by GENESIS UMC prior to installation.

Renter is responsible for set-up and break-down of tables and chairs used at functions.

All areas of the facility should be left as they were found, including the arrangement of furniture, tables and chairs.

Renter assumes all liability for any damage and/or injury that occurs under contract.

Renters are required to remain in areas specified in the rental agreement, and are responsible for keeping group participants confined to those areas. If spaces are used that are not in the rental agreement an extra fee may be deducted from the deposits.

Parking is available for use at no charge; however, no parking is permitted along the curb in the front of the building. This is a fire lane that must be kept open. Constantly supervised temporary loading and unloading not exceeding 20 minutes may be used at the front, lobby and Sanctuary, entrances.

Loading and unloading that is not required to be supervised is at the church office entrance.

Building Lock up

At the conclusion of each event, upon leaving the building, you must make certain that:

- All decorations, staging, and equipment are broken down and removed immediately following the event.
- All lights and appliances are off.
- All doors are closed and locked.
- Garbage and trash are bagged and disposed of properly in trash dumpsters in the parking area.

- The room is returned to its original condition it was found – including the arrangement furniture, tables and chairs.
- The key is returned to the office.

Wireless Internet Access

Wireless internet is available throughout the facility. Users are prohibited from activities such as online bullying, harassment, accessing obscene or offensive content, online gambling, illegally downloading copyrighted content, and other actions that are not consistent with the Vision, Mission and Core Values of Genesis UMC.

Additional User Responsibilities for Specific Use Areas

Nursery

Renter must adhere to the GENESIS UMC Abuse Prevention Policy if the nursery is used.

No food is allowed, except for infant formula, breast milk and snacks.

Sanctuary

GENESIS UMC encourages groups to provide their own keyboards, monitors, sound equipment and technicians to operate their own sound equipment. If Genesis UMC's sound equipment is used then sound technicians from Genesis UMC are required.

The use of any musical equipment requires an agreement with Genesis UMC's Director of Worship & Music.

Do not move or place anything on top of the piano and instruments. Renters may be assessed a fee to repair any nicks, scratches, or damage of any kind occurring during renters use of the building.

Artwork may not be disturbed.

The room shall be arranged so that the fire exits are kept clear at all times.

Church furnishings should not be dragged across floors; stacks of chairs should be moved using the proper chair dolly. Arrange seating upon conclusion of the event to the locations where found upon rental of the space.

GENESIS UMC electronic equipment (projection, sound, hearing loop systems, stage lighting, etc.) can only be used by Genesis UMC authorized persons.

Small decorations: rice, confetti, sequins, glitter, bird seed, etc. are not permitted.

Helium balloons are not allowed.

Food, drinks, bubbles, etc. are not permitted in the Sanctuary.

Kitchen / Lobby

Onsite meal preparation is not permitted; the kitchen is not licensed for food preparation. Outside caterers, defined as both commercial and non-commercial use, may bring in prepared food for use. GENESIS UMC is not responsible for food safety. To ensure food safety we recommend use of a professional caterer. Rental equipment must be delivered during normal

business hours and picked up immediately following the function. It is the caterer's responsibility to arrange for pickup and delivery.

Coffee, refreshments, containers, service, etc. are to be provided by the user. After kitchen use the supplies and washed items are to be put away, counters wiped, the floor swept and trash removed from the building.

Sale of food for profit that is made onsite is prohibited.

Food currently in the kitchen and refrigerators is not to be used.

At the conclusion of each event, upon leaving the building, you must make certain that:

- No food is left in the kitchen or refrigerators.
- Eating and food preparation surfaces are washed clean.
- All items used must be washed, dried and returned to original locations.
- Ranges are turned off and cleaned.
- Small appliances are unplugged and cleaned.
- Serving dishes, containers, utensils, etc. left in the kitchen for more than one week will be donated to charity.
- Floor is swept.
- Coffee pots need to be cleaned.
- Coffee grounds are disposed of in the trash, not in the sink.
- Garbage disposal must be clean.
- Garbage and recycling must be bagged and removed from the building. On-site dumpsters located in the parking lot may be used for depositing of trash.
- Tables and folding chairs must be taken down and placed on racks.

Weddings

See Wedding Policy and Pricing.

Memorial Services

Genesis UMC is available for Funerals and Memorial Services at no cost.