

***Policies and Regulations Regarding Use of KUMC Facilities approved and adopted by the Trustee Team on July 27, 2010. Revised: February 27, 2016  
Re-revised: December, 2022***

KUMC facilities are generally reserved primarily for Church Ministry Use. Per the United Methodist Book of Discipline ¶ 2532, 3., the Trustee Team and Church Pastor are the approval authorities for the use of Church facilities. Each *Application for Use of Church Facilities* request will be considered with the church ministry needs in mind. Priority will be given to KUMC Ministry Teams and events on designated days and times for Worship, Outreach and Fellowship Events, and Concerts. Once a request is approved, the Church Administrator and office staff shall be responsible for ensuring that the *Facility Use Agreement* is completed, the use of the facilities is scheduled, appropriate parties are informed, and fees are calculated, collected, and processed.

- Requests for use of facilities and/or equipment are to be processed through the church office. Requests will be honored on a first-come, first-serve basis as recorded on the church calendar. Regularly scheduled worship activities of KUMC have priority over all other requests.
- Reservations for an event cannot be made more than one year in advance and are not automatically renewed from year to year. Groups that use the facilities on a year-round basis must renew their application each year.
- All non-church groups (any group not related to KUMC) desiring to use church facilities must confirm acceptance of the terms herein specified.
- The user/group must provide a certificate of liability insurance in favor of KUMC in the amount of at least \$1,000,000 (one million dollars).
- The KUMC Trustee Team reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the Church's best interest regarding property management or requirements for use of the facilities for church activities (*which shall always have priority*).
- The access gate MUST be used to close off the Christian Life Center from the remainder of the Church and Child Day Care Center whenever there are activities on-going in the Christian Life Center, Lobby, or CLC 101 that are open to non-members. This includes but is not limited to: Outreach and Fellowship events, exercise/sport activities, banquets, concerts, etc.
- Keys/fobs may be signed out no sooner than 72 hours before the event, and must be returned no later than 24 hours after the end of the event.
- All renters of the facility must be a minimum of twenty-one (21) years of age.

*This document is recommended to be used by churches of the Eastern Pennsylvania Conference who give permission to use church property/facilities to non-church groups/individuals (user). The Conference insurance policy covers only church activities under the control of the local church. Non-church groups/individuals using church facilities, even though permission has been given, do so with the understanding that losses or liabilities incurred by non-church groups/individuals are not covered by the local church.*

## **POLICY**

The applicant and the individual executing this application and agreement hereby waive any and all claims, demands, and causes of action that they may have against KUMC as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless KUMC and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents pursuant to this application. Further, the user/group must provide a certificate of liability insurance in favor of KUMC in the amount of at least \$1,000,000.

## **RULES AND REGULATIONS**

All activities held in KUMC's facilities and on its property shall be in accordance with the mission, vision, and values of the Church. All religious celebrations, worship services, weddings, funerals, or other religious events to be held in or on KUMC property must be approved by the lead pastor of KUMC. Disregard to any of these rules and regulations will result in immediate termination of the activity and dismissal of all participating persons from the property. These rules and regulations apply to all uses of KUMC facilities by all persons. The agreement acknowledges the user's intent to abide by these policies as well as to accept responsibility for any damages to the facilities and/or equipment.

### **FURNITURE AND EQUIPMENT:**

- No facilities equipment, furniture, or kitchen items shall be added, modified, loaned out, moved, or removed. Chairs should not be removed from the Christian Life Center.
- Only an authorized KUMC Sound Technician may operate the sound system, computers, electronic systems, speakers, or keyboard.
- Setup and teardown is the responsibility of the individual and/or groups using the equipment, unless communicated otherwise. Alternatives to setup and teardown will be communicated in writing to all parties.
- Any changes to planned events that affect the conditions of availability or rental agreement may alter the event's approval condition.

**DAMAGE:**

- The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.

**SECURITY / SAFETY:**

- The Person in Charge of the event must be present before the group is given access and must remain until the event is over.
- **If an emergency occurs, call 911 IMMEDIATELY.** Inform the 911 operator where in the building you are located.
- Users/groups of the facilities must orient themselves to the location of fire extinguishers, first -aid kits, and emergency exits.
- Prior to departing the Church, it is the Person in Charge's responsibility to conduct a security sweep of the utilized area(s) ensuring that all persons have vacated the building, that all doors and windows are closed and locked, and the lights are off. That individual is then responsible for completing the *Facility Use and Clean-Up Checklist*.

**ATHLETIC ACTIVITIES:**

- No food or drink, with the exception of bottled water, is permitted in the Christian Life Center during recreational use.
- The curtains must be drawn at the stage area prior to recreational activities in order to protect the equipment on the stage.
- No Street Hockey or Roller skate games are permitted in the building. No game or equipment that might snag or tear the carpet is permitted.
- No kickball, soccer, or bat/ball activities are permitted. The one exception is the use of a soft or light-weight baseball with hollow, plastic bats (such as used typically for age level fifth grade and under)
- The basketball rim may not be lowered without the written consent of the Church Office.

**SUPERVISION:**

- No children or youth under the age of 18 are permitted in any areas of the church without adult supervision over the age of 21.
- The church will NOT be held responsible for any individual running, playing and/or climbing around in or outside the Church facilities. It is mandatory that children under the age of 18 be under adult supervision at all times.
- Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must be under adult supervision at all times.
- Users/groups must comply with *KUMC's* Safe Sanctuaries Policy for the prevention of child abuse.

**PROHIBITED ACTIVITIES:**

- Alcohol, liquors, and other drugs are not permitted in or on church property at any time.
- Smoking/vaping are not permitted in or on church property at any time.
- Any form of gambling (e.g. bingo or games of chance where money is wagered) is not permitted in or on church property at any time.

- Spreading or throwing of rice, glitter, metallic confetti, or colored water-soluble sprinkles is not permitted either in or on church property at any time.

#### **DECORATIONS:**

- Decorations may not be attached, taped, nailed, or tied to the walls, ceilings, floor, or windows.
- All decorations and other items must be removed promptly at the end of the scheduled activity. Items not removed by the end of the clean-up time may be disposed of at the user/group expense.
- None of the following items are permitted within the church building or on church property: confetti, rice, spray snow, glitter, birdseed, hay/straw, tape or glue attached to walls, ceilings, etc. without prior approval by the Trustee Team.
- Decorations may include table centerpieces, streamers, stand-ups, table covers, flowers, air-filled balloons, and unlit candles or battery-operated candles.

#### **KITCHEN USE:**

- The kitchen is kept locked except when in use.
- If use of the kitchen is required, the request must be made at the time of booking the event.
- There is a specific piece of this policy that is the Kitchen Use Policy, printed separately.
- A fee is required to use the kitchen equipment.

#### **CLEAN-UP:**

- All users/groups will be responsible for returning the facilities to its original condition. Rooms are to be left in the same condition as found. In the event that extra clean-up or special custodial service is required, the user will forfeit the return of the security deposit.
- No garbage or paper will be left in any rooms. All trash must be removed and placed in the dumpster located by the parking lot.
- Each user/group must complete and submit a *Facility Use and Clean-Up Checklist* to the Church office after an event. Exceptions to the use of the checklist may be made on a case-by-case basis.
- The security deposit fee will be returned to the payer one week after the event, provided an inspection of the rented area(s) verifies that no damage to the facility occurred and that the area(s) used were satisfactorily cleaned and returned to the original set-up.

#### **MISCELLANEOUS:**

- Dancing is permitted.
- Music, videos, and other media shared or played during any reception or event must not encourage, celebrate, or promote any of the following: violent behavior, abuse, dishonesty, illegal drugs or substances, demeaning of any persons, discrimination of any persons.
- Activities must end no later than 8:30pm and facilities must be completely vacated by 9:00pm promptly (unless special permission is granted prior to the event).



**Application and User Agreement for  
Kochenderfer UM Church Facilities**

**1105 Kochenderfer Road, Lebanon, PA 17046**

The applicant and the individual executing this application and agreement hereby waive any and all claims, demands, and causes of action that they may have against KUMC as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless KUMC and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents pursuant to this application. Further, the user/group must provide a certificate of liability insurance in favor of KUMC in the amount of at least \$1,000,000.

Today's Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

If a member of Kochenderfer United Methodist Church (KUMC) is also an associate of the applying group who will accept responsibility for directing the proper use for the facilities, please note: **that person must be in attendance at the entire event.**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Expected # of  
People Attending? \_\_\_\_\_

*To be filled out by KUMC office:*  
Set up time: \_\_\_\_\_  
Doors unlocked: \_\_\_\_\_  
Clean up time: \_\_\_\_\_  
Security team  
check time: \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ KUMC Staff Initials \_\_\_\_\_

Rental Amount \$ \_\_\_\_\_ Date Received: \_\_\_\_\_ KUMC Staff Initials \_\_\_\_\_

## Facility User Agreement Policy

WHEREAS KUMC is the owner of building located at the address printed above;  
AND WHEREAS the User desires to use said facilities on the terms and conditions set forth;  
NOW, THEREFORE, in consideration of the mutual promises contained herein and other good valuable consideration the parties hereto agree as follows:

1. *KUMC* will make available to the User the facilities as contracted (attached) with the *KUMC* Church Administrator or his/her designee.
2. I/We agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in the locale of *KUMC*, and will not engage in any activities in violation of such laws, ordinances, rules, and regulations.
3. I/We have read and agree to comply with *KUMC's* Facility Use Policy. Any violation of such use of the Church's property, facilities, and equipment may result in the immediate termination of the activity, and may result in the denial of future use by the individual or group.
4. If any of the User's activities at *KUMC* will place children or youth under age 18 by persons in the care of persons other than their own parent/guardian, the User must either: (a) comply with *KUMC's* Safe Sanctuaries Policy for the prevention of child abuse (*attached*), or (b) supply a copy of its own child abuse prevention policy which is substantially similar in practice and effect to *KUMC's* Safe Sanctuaries Policy, and certify compliance by signing below.
5. I/We agree to pay the security deposit and understand that the deposit will **ONLY** be returned upon successful checkout by a representative of *KUMC*.
6. I/We understand that in the event an activity is cancelled, the Church Office must be notified 24 hours prior to its scheduled time in order for a partial refund to be issued (minus the deposit amount). An exception to this policy would include acts of nature.
7. I/We understand that the policies and procedures affecting the rental of *KUMC* property, facilities, and equipment are subject to change at any time without notice.

\_\_\_\_\_  
*Name of Event*

\_\_\_\_\_  
*Date(s) of Event*

IN WITNESS WHEREOF, the undersigned parties have executed the Agreement as of the date here written:

\_\_\_\_\_  
*Date of signature*

\_\_\_\_\_  
*Signature of User*

\_\_\_\_\_  
*(PRINT Name of User)*

Address: \_\_\_\_\_ phone #: \_\_\_\_\_

**For Church Use:**

\_\_\_\_\_  
Custodian or Safety Contact Assigned

\_\_\_\_\_  
Telephone/Cell Phone

\_\_\_\_\_  
Other Technician Contact Assigned

\_\_\_\_\_  
Telephone/Cell Phone

## Worksheet for Assessing Facility Short-Term-Use Fees

**All church facilities are available free of charge for use for events that meet ALL of the following conditions:**

- The event is a KUMC ministry run by KUMC ministry members
- The event is free *OR* is a fundraiser event approved by Lead Team

**Constituent rates for facility usage as listed here apply for events that meet ALL of the following conditions:**

- A KUMC active member is the main representative of the group
- There is no fee charged to attend
- The event is not open to the public (the guest list is limited & known)

**Non-member rates as listed here apply for events that meet any one or more of these conditions:**

- If the main representative of the group is a non-KUMC member
- If the event charges a fee to any or all attendees
- If the event is open to the public (advertised publically)

Room	Constituent Rate	Public Rate	+Deposit
<b>Christian Life Center</b> Includes Parking, Lobby & Restrooms	8am-2pm - \$200 3pm-8pm - \$200	8am-2pm - \$300 3pm-8pm - \$325	\$200
<b>tables/chairs</b> - set-up / tear-down	\$75	\$75	--
<b>CLC 101 Classroom</b> Includes 6 long Tables, 25 Chairs, Parking, Lobby & Restrooms	8am-2pm - \$95 3pm-8pm - \$95	8am-2pm - \$125 3pm-8pm - \$150	\$200
<b>Kitchen Equipment</b> (ServSafe Certification required)	4-7pm or Weekend \$100/Hour	4-7pm or Weekend \$150/Hour	\$500
<b>Wedding</b> Includes CLC <i>or</i> Sanctuary, Pastor Meetings, Parking, Lobby, Restrooms, 2 Dressing Rooms, Sound & Organ	\$500	\$650	\$300
<b>+ Screen Projector</b>	\$50	\$50	--
<b>+ Bulletin Printing</b>	\$50	\$50	--

The deposit fee will be returned after event ONLY when facility use regulations were completely followed (not violated) and everything is left in the condition it was found.

In cases of cancellation, ½ the deposit fee will be kept; the remaining rental amount will be refunded.

## ***Facility Use Checklist***

### **What You Need to Know When You Arrive:**

- Enter through the designated entrance only.
- Familiarize adults to the locations of fire extinguishers and first aid kits.
- To help control church utility bills, please turn on only those lights necessary.
- Children accompanying parents to meetings must remain in the immediate area. Children must not be left unsupervised in any part(s) of the building.
- Do not change thermostat settings.
- Report any building maintenance problems to the church office immediately.
- When using the stove you must turn on the hood switch located inside the kitchen entrance. Failure to turn on the hood may result in the food being sprayed with the extinguisher powder. If extinguisher system should discharge due to "negligence" or other disregard for equipment, the renter will be responsible for the cost of recharging and resetting the extinguishing system.*
- For Emergencies, dial 911.** Physical Address: 1105 Kochenderfer Road. Please tell emergency responders where in the building you are located.

### **What You Need to Know When You Leave:**

- Return the assigned room/area to the condition in which it was found, including: closing windows and doors, turning off all lights, putting chairs back in place.
- If there is dirt on a tile floor, the floor must be swept. Brooms are located under the steps by the elevator AND in CLC 101.
- Remove all food, dishes, decorations, etc., that do not belong to KUMC.
- Empty coffee grounds and clean coffee maker.
- All trash bags must be tied and deposited in the dumpster by the parking lot.
- Replace all trash bags used in trash cans.
- CONDUCT A SECURITY WALK THROUGH OF THE CHURCH TO ENSURE THAT ALL LIGHTS ARE OFF, NO WATER IS LEFT ON, ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED, AND THAT NO INDIVIDUALS REMAIN WITHIN THE BUILDING.**

**Please remember to be courteous to others who use the facilities.**