

First United Methodist Church of Blairstown

10 Stillwater Rd., Blairstown, NJ 07825

(908) 362-6693

Facilities Usage Policy

Our Mission:

The United Methodist Church of Blairstown exists to glorify God by developing devoted followers of Jesus Christ who intentionally pursue Christ like character in their personal lives, family lives, church community, and world.

I. Purpose:

The UMC of Blairstown is a valuable asset to be used for furthering God's plan and purpose, as defined in our mission statement. Usage of these facilities is routinely scheduled to meet the needs of the various organized ministries of the church.

We open our facility to other believers and for programs that may supplement the ministry of the church. We also make our facilities available for community activities.

We do so to provide a service to the community, to encourage people to view the UMC of Blairstown as a place where people care, and to build bridges to people who need to hear the gospel of Jesus Christ.

Long-term usage is reviewed regularly, in the light of the needs of church ministries. While every effort will be made to ensure that outside usage will not conflict with the organized programs of the UMC of Blairstown such conflict may not always be preventable. We ask our committees to respond to our guests graciously and, where conflicts do occur, adjust their plans appropriately to accommodate others.

The Board of Trustees is responsible for approving building usage, under the terms of this **Facilities Usage Policy** and the related **Schedule of Fees**. All comments and questions should be directed to:

firstumcblairstown@gmail.com or the church office at (908) 362-6693.

II. Policies: The following policies apply to the use of the UMC of Blairstown facility:

- 1: The primary purpose of the church facilities is for the organized ministries of the church.
- 2: Biblical principles and standards of conduct govern the use of church facilities. Activities that conflict with the moral or doctrinal position of the church are not permitted.
- 3: Programs held at the UMC of Blairstown are to be consistent with the values of the church. Church staff has discretion over the appropriateness of content for such programs.
- 4: All weddings are scheduled directly through the Board of Trustees. Weddings are normally approved for persons who regularly attend the worship services of the UMC of Blairstown. Questions about wedding plans and decorum will be handled directly by the Pastor.
- 5: Funerals or memorial services follow the same policy as listed above for weddings.
- 6: It is our custom to allow usage by groups which serve our local community, for the purpose of building connections with them. Not-for-profit groups will be given precedence over for-profit groups.
- 7: We do not offer our facilities to outside groups for fund-raising events, commercial activities, or political events.
- 8: Personal usage by regular attendees of the worship services of the UMC of Blairstown is permitted (for birthday parties, anniversaries, etc.) on a not-to-interfere-basis with other uses.
- 9: Users of the UMC of Blairstown facilities are to respect our faith. Groups separate from the church which use our facilities should not obstruct or remove from sight any material that expresses our mission or beliefs.

Guidelines for Use of Facilities:

- + Any use of church facilities must be in keeping with **The Discipline of the United Methodist Church** as well as the policies, rules, and procedures of the UMC of Blirstown.
- + Requests for use of any and all facilities of the UMC of Blirstown must be made in writing, using an **Application for Use of Facilities Agreement** form, a minimum of (1) month prior to date needed.
- + Application is to be submitted to the church office.
- + Date and time of all facility use must be scheduled with the church office for placement on the church calendar.
- + No gambling, illegal substances, or alcohol will be permitted on church property. Smoking is also prohibited in the church buildings.
- + Activities that conflict with the moral and doctrinal position of the church will not be permitted. No illegal, illicit, obscene, or demeaning activities are acceptable on church property.
- + Children shall be under adult supervision at all times, within the approved area of use, and are not allowed to run free.
- + Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.
- + The area used must be left in good condition – cleaned up with garbage removed, lights turned off, and doors locked. Garbage is to be removed to the dumpster.
- + Use of the kitchen requires contact with the Board of Trustees. Contact person will be provided with approval for building use.
- + Accidents affecting persons or property must be reported immediately to the church office.
- + Weddings will not use rice, birdseed, or confetti inside the church building.
- + Applicants must furnish own supplies:
(ie: cups / plates / napkins / utensils / food / beverages)
- + Refunds for cancelled events will be at the discretion of the Board of Trustees.

First United Methodist Church of Blirstown

10 Stillwater Rd., Blirstown, NJ 07825

(908) 362-6693

Application for Use of Facilities Agreement

The undersigned represents that he/she is a duly elected and constituted member of the undersigned organization, and is authorized to make this application on behalf of the undersigned organization and the individual members thereof. In consideration of being permitted to use the premises of the First United Methodist Church of Blirstown as requested herein, it is agreed that the undersigned individual and the undersigned organization and the individual members thereof, jointly and severally shall:

- 1: Be liable for any loss of or damage to any property of the Church resulting from the use of the Church premises by the undersigned organization or any of its members, and
- 2: Indemnify and hold harmless the Church and its members from any liability or loss on account of any injury to any person or any damage to any property arising out of or resulting from such use of the Church premises.

The undersigned further agrees to abide by the rules, regulations and policies governing the use of the Church premises prescribed by the Board of Trustees, a copy of which is attached hereto, and hereby made a part thereof. This agreement, when properly executed, constitutes a mere license, not a lease.

Date of application: _____ Certificate of insurance received: _____

Name of organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of representative: _____

Phone: _____ Fax: _____ Email: _____

Rooms (check desired): Fellowship Hall: _____ Sanctuary: _____ Use of Kitchen: _____
Upstairs Youth Room: _____ Room A: _____ Room B: _____

Date(s) needed: _____ Number of attendees: _____

Hours including set-up & clean-up: From _____ to _____

Deposit amount: _____ Date deposit received: _____

Date: _____
Signature of Applicant / Authorized representative

Approved: _____ Date: _____
Church Representative

The original of this agreement shall be maintained in the Church files and a copy provided to the applicant

First United Methodist Church of Blairstown

10 Stillwater Rd., Blairstown, NJ 07825

(908) 362-6693

firstumcblairstown@gmail.com

Fellowship Hall:	\$ 300.00 per event
Use of Kitchen:	\$ 100.00 per event
Sanctuary (no food allowed):	\$ 150.00 per event
Upstairs Parlor / Weekly event:	\$ 80.00 per month
Upstairs Parlor / Monthly event:	\$ 25.00 per month
Room A or B / Weekly event:	\$ 60.00 per month
Room A or B / Monthly event:	\$ 20.00 per month

All groups are to provide their own food, drinks, paper goods, etc.
Only non-alcoholic beverages are allowed.

If a key is required, a key deposit of \$25.00 will be required.

A 50% deposit must be submitted upon Church approval of Application for Use of Facilities Agreement. This deposit will be applied to the building use fees. The balance of said fees must be received (3) business days prior to the use of the building.

If you have any questions, please contact the First United Methodist Church of Blairstown at (908) 362-6693 or at firstumcblairstown@gmail.com