

Nolensville First United Methodist Church

Facility Use Policy

Our facilities are dedicated to the glory of God.

The buildings and grounds are to provide a place for Christian Worship, Education, and Fellowship.

Using any Nolensville First United Methodist Church (NFUMC) facility requires users to abide by the Facilities Use Policy.

The following groups are allowed to use the facilities:

- NFUMC worship services, classes, committees, and special events may reserve the facilities at no charge or deposit as far in advance as needed. Contact the Administrative Assistant to reserve the space on a first-come-first-served basis. The Pastor has discretion to change any event on the calendar as he/she deems necessary.
- United Methodist Church- or Tennessee Annual Conference-sponsored or other Connectional activities (for example, a Lay Leadership conference run by Annual Conference, hosted by NFUMC) may reserve the facilities at no charge or deposit as far in advance as needed. Contact the Administrative Assistant to reserve the space on a first-come-first-served basis. The Pastor has discretion to change any event on the calendar as he/she deems necessary.
- NFUMC Sponsored groups must fill out a use application, although no fees or deposits are required. This includes, but is not limited to, Scouts, Red Cross Blood Drives, and recovery programs.
- “Member,” “NFUMC Sponsored,” “Community,” “Government,” and “For-profit” groups are defined and restrictions are addressed below.
- Use of facility as a Red Cross Emergency Shelter is covered under a separate document.
- Use of the facilities for other worship services:
 - Weddings are covered under a separate document.
 - Funerals for non-members of NFUMC are at the sole discretion of the Pastor.
 - Other worship services by Christian congregations are at the sole discretion of the Pastor.

Definitions:

- “Single Use” events are those such as anniversary receptions or music recitals.
- “Recurring Meetings” are meetings or events that occur four or more times in any 12 month period, such as monthly lunches or weekly scout meetings.
- “Members” are professing members of NFUMC.
- “NFUMC Sponsored Groups” are members of the community actively supported by NFUMC, such as Scouts.
- “Community Groups” are those groups in the community, not directly supported by NFUMC, who need the facilities available for meeting and/or event space. Members of NFUMC may be part, or even lead, these groups.
- “Government Groups” are those that are directly part of a local, state, or national government, such as the Town of Nolensville, Williamson County Election Commission, or the Census Bureau. **Note: groups affiliated with a political party and/or election campaigning will not be allowed.**

General Policy:

- All deposits and fees must be paid at time of application, to reserve the space. In the event that the application is not approved, a full refund of all deposits and fees will be returned by mail within two weeks. Facility fees are non-refundable and if the event and/or meeting is cancelled after approval.
- Facility cleaning/damage deposits will be returned by mail after the event if all the following conditions are met:
 - Areas used are clean and floor is swept.
 - If used, the kitchen and all appliances are clean.
 - All trash is removed from the premises or is placed in the dumpster in bags.
 - If used, tables and chairs are cleaned and returned to their original location.
 - Lights are off.
 - Doors are closed and locked.
 - Keys (if provided) are returned.

Any group damaging the facilities will forfeit their deposit and may be denied future use.

- The NFUMC Administrative Assistant in the front office should be notified of event cancellation in order to free up facility space for other use. In the case of a single use event, if the event is cancelled more than seven days before the event, the cleaning/damage deposit will be returned by mail within two weeks of receiving notice of cancellation. If cancellation is less than seven days before the event, the cleaning/damage deposit will be returned by mail, less any expenses incurred by NFUMC, within two weeks of receiving notice of cancellation.
- Every group using the facility shall be responsible for any physical damage to the facilities and contents, and agree to pay for any and all such damages. Community Groups and For-profit Groups are required to provide proof of insurance.
- NFUMC will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
- Adult supervision must be on the premises during any event or meeting where youth and/or children are present. The NFUMC Safe Sanctuary Policy shall be strictly adhered to. A copy of the Safe Sanctuary Policy is available from the Administrative Assistant or on our website, www.nolensvilleumc.org/SafeSanctuary
- Use of the facilities is limited to the areas reserved. Your group shall remain in your reserved area. Restrooms are located in several areas of the Church, but your group is to use only those in your reserved area.
- Food or beverages shall not be taken into the Sanctuary.
- The elevator shall only be used by the mobility impaired/handicapped.
- The NFUMC sound system requires a NFUMC-approved sound technician be hired, at an additional fee, to run the equipment. Church owned musical instruments shall not be used unless prior approval has been given.
- Overnight guests are permitted only if a staff person and/or designated responsible Church member is on the premises. Overnight guests are considered a “Single use, Member” and must pay fees and deposits. The application includes the acceptance of responsibility for the facility. Note, youth “lock-ins,” Room in the Inn, and Red Cross Emergency Shelter uses are exempt from fees, deposit, and application forms.
- If a safety or security issue is encountered, please contact the Administrative Assistant following your event. In the event of an emergency, call 911.
- NFUMC, the Board of Trustees, and the Pastor have sole discretion over approval of facilities use. NFUMC reserves the right to cancel any facilities use agreement at any time.

Kitchen Policy:

- All items in refrigerators, freezers, and pantries are property of NFUMC.
- All users and groups must provide their own paper- and plastic-ware products.
- No personal equipment (ovens, heaters, crock pots, etc.) can be used in the kitchen without prior approval.
- Leftovers are to be disposed of in proper waste receptacles. Do not leave food in refrigerators or freezers.
- Dishes, pots, pans, and utensils must be washed and returned to their storage area.
- Any equipment or appliances must be returned to their proper place.
- Stoves, ovens, and other appliances must be turned off.
- Sink, counters, range tops, etc., must be clean.
- All trash is to be removed from the premises. Recycling is encouraged.

The use of NFUMC facilities and equipment shall be at the risk of the participant. NFUMC does not assume liability or responsibility for any participant. NFUMC does not make any express or implied warranty of the premises, equipment, machinery, fixtures, or furniture.

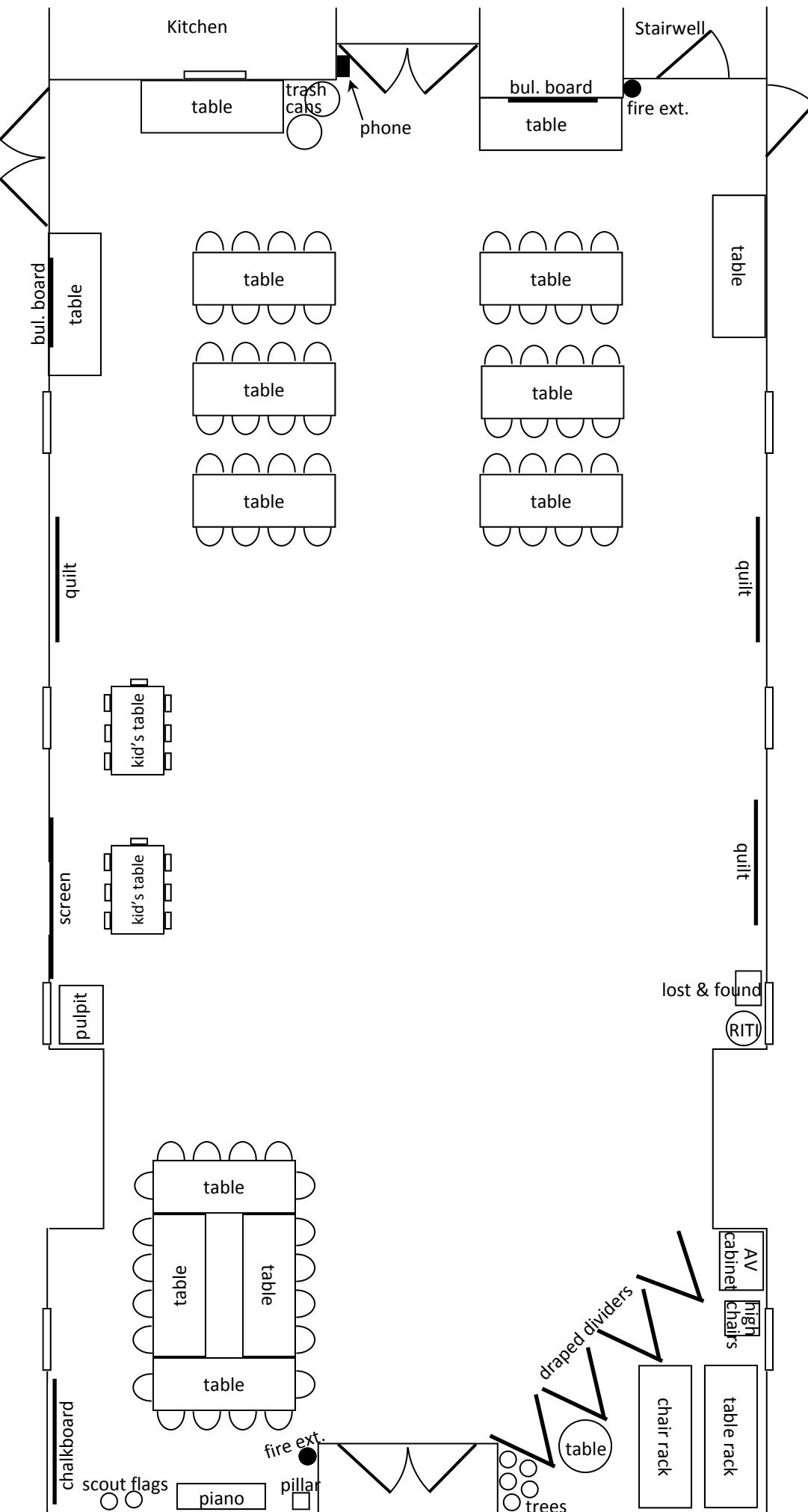
There shall be no smoking, use of drugs, drinking of alcohol, presence of weapons, fireworks, or any other illegal activity, materials, or items on Church property.

Note: Upon receipt of application and appropriate fees and/or deposits, an application confirmation will be sent to your group. These confirmations will be sent by email, unless otherwise requested. Upon final approval, a final confirmation, and fee schedule, if necessary, will be sent to your group.

Events and Groups	Fees	Max. time in advance to reserve	Approval needed by
Single Use, Member	\$25 facilities fee, plus \$15 kitchen fee, if used, plus \$100 refundable cleaning/damage deposit	6 months	BoT -OR- BoT Chair & Pastor
Single Use, Non-Member or Community Group	\$100 facilities fee, plus \$50 kitchen fee, if used, plus \$100 refundable cleaning/damage deposit	2 months	BoT -OR- BoT Chair & Pastor
Recurring Meetings, NFUMC Sponsored Group	no fee no cleaning/damage deposit	6 months before onset, plus requires annual renewal	BoT
Recurring Meetings, Community Group	\$30 facilities fee per use, plus \$15 kitchen fee per use, plus \$200 in advance at time of application, to be used towards last meetings in the year. Facility fees for all additional meetings are due 30 days before the meeting. If the facility fees are not paid on time, the area may be used by others.	2 months before onset, plus requires annual renewal	BoT
Note: Community Groups must provide proof of insurance			
Government Group, Single or Recurring Meetings	no fee no cleaning/damage deposit	as needed	BoT
For-profit Group	Approval, deposits, and fees will be at the sole discretion of the Board of Trustees and the Pastor.	contact NFUMC	
Note: For-profit Groups must provide proof of insurance			

BoT: Board of Trustees, meets 3rd Tuesday of every month.

NFUMC Fellowship Hall Sunday Setting



- In an emergency, call 911 on the phone by the door to the kitchen. There is a sign by the phone with additional contact information.
- Do not lean anything against the quits.
- Do not open the door at the bottom of the stairwell all the way. It will get caught in the closing mechanism and get damaged.
- Do not place tables where they block the exit doors.
- **When you have finished your event, please return the Fellowship Hall to the “Sunday Setting” shown here, unless prior arrangements have been made.**
- **All additional tables and chairs should be on the racks in the corner of the Hall. Do NOT leave them against the walls.**
- **Do not leave ANY food in the kitchen or Hall. No exceptions!**
- Sweep up crumbs from tables, chairs, floor, etc. Brooms are in the closet past the restrooms.
- If you used the kitchen, clean the counters, dishes and sinks.
- If you used the table cloths, have them cleaned, pressed, and hung on the hangers before the next event (including Sunday worship).
- If you used the AV cabinet, the NFUMC sound tech is responsible for putting it away and locking it up.
- Take ALL trash out to the dumpster. Additional bags are in the closet across from the kitchen.
- Check that all doors are locked, especially the side doors. If you borrowed the key, place it in the drop box upstairs. Turn out the lights. Note: the light outside the elevator remains on for safety.
- Thank you for your cooperation. Have a wonderful day!

If the group before you has not left the Hall at “Sunday Setting,” please notify the Board of Trustees at trustees@nolensvilleumc.org, or leave a phone message at the front office at 776-2815.