



Nolensville First United Methodist Church

*a neighborhood church
where people experience a life-changing relationship with Jesus
in a welcoming church family*

Facilities 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 NFUMC facilities:

- **NFUMC worship services, classes, committees, and special events** may reserve the facilities at no charge or deposit 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** may reserve the facilities at no charge or deposit 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** are members of the community actively supported by NFUMC (including, but not limited to, Scouts, Red Cross Blood Drives, and recovery programs.) They must fill out a Facilities Request, although no fees or deposits are required. The requests must be made annually for recurring meetings, no more than six months before onset.
- **Government groups** are those that are directly part of a local, state, or national government (such as the Town of Nolensville or the Williamson County Election Commission.) They must fill out a Facilities Request, although no fees or deposits are required. Note: groups affiliated with a political party and/or election campaigning will not be allowed.
- **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 a part, or even lead, these groups. They must fill out a Facilities Request and are subject to the fees and deposits in the table below.
- **Private events hosted by NFUMC members** (such as baby showers or anniversary receptions) may request use of the facilities no more than six months in advance, must fill out a Facilities Request, and are subject to the fees and deposits in the table below.
- **Private events hosted by non-NFUMC members** may request use of the facilities no more than two months in advance, must fill out a Facilities Request, and are subject to the fees and deposits below.
- **Weddings** for members and non-members are covered under a separate document.
- **Funerals** for members and non-members are at the sole discretion of the Pastor.
- **Worship services** by other Christian congregations are at the sole discretion of the Pastor.



- Use of facility as a **Red Cross Emergency Shelter** is covered under a separate document.
- We are unable to accommodate any for-profit entities or activities at this time.

“NFUMC member” means a professing member of NFUMC.

General Policy:

- For non-NFUMC events: NFUMC is honored to host your event, but we are a working church, not an event space. There will be notification, decorations, and objects that reflect our current ministries. We cannot guarantee what will or will not be present during your event. These ministry items may not be removed during your event.
- The Board of Trustees is responsible for approval of any event. The Board of Trustees may delegate the approval process to the Church Administrator at their discretion. The Pastor has discretion to deny any request or change any previously approved event on the calendar as he/she deems necessary.
- **All deposits and fees must be paid at time of application to reserve the space.**
In the event that the request is not approved, a full refund of all deposits and fees will be returned by mail within three weeks. Otherwise, facility fees are non-refundable and if the event and/or meeting is cancelled after it is approved.
- Facility cleaning/damage/key 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
 - Premises are vacated at the time agreed upon
- Any group damaging the facilities will forfeit their deposit and may be denied future use.
- The NFUMC Administrator 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 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.WeLoveWhereWeLive.org/Resources.
- 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 NFUMC staff and/or designated responsible NFUMC member is on the premises. Overnight guests are considered a "Private Event hosted by an NFUMC member" and must pay fees and deposits. The request includes the acceptance of responsibility for the facility. Note, "lock-ins," Room in the Inn, and Red Cross Emergency Shelter uses are exempt from fees, deposit, and request forms.
- If a safety or security issue is encountered, please contact the Board of Trustees (trustees@nolensvilleumc.org) or the Front Office (numc@nolensvilleumc.org or 615-776-2815) 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.

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.

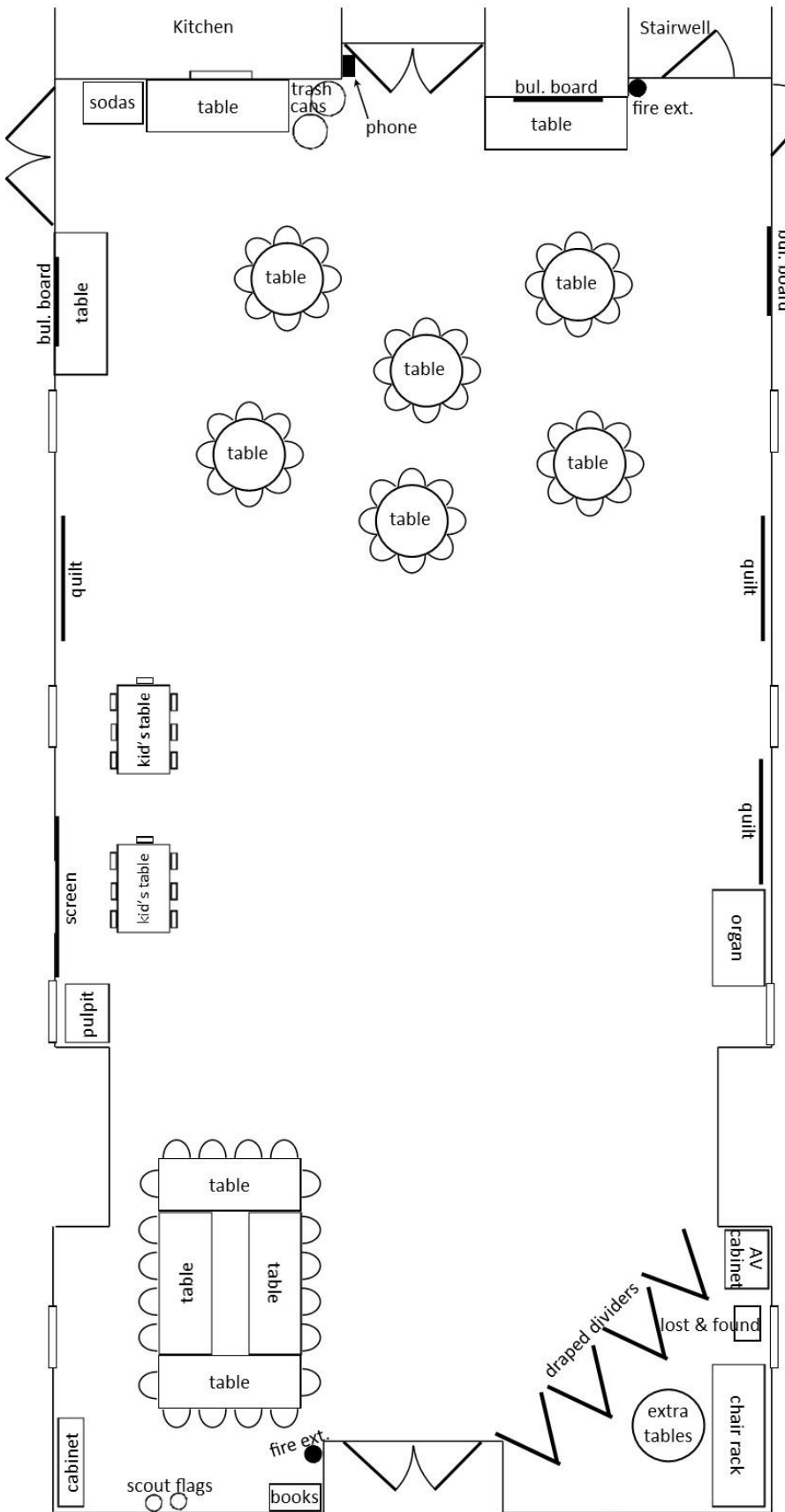


Kitchen Policy:

“Kitchen use” means preparing food, cooking, warming, and such like. If your event is serving only previously prepared food but not “using the kitchen,” the kitchen counters, refrigerators, and freezers may be used as temporary storage if room exists at the time of the event.

- 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.

Event	Deposits and Fees	Maximum advance reservation
Community Group, single occurrence	\$250 cleaning/damage/key deposit \$100 facilities fee + \$50 kitchen fee (if used)	two months
Community Group, recurring meetings	\$200 cleaning/damage/key deposit, to be applied to last meetings in the year. \$30 facilities fee per use + \$15 kitchen fee per use (if used). Fees are due 30 days before each meeting.	two months before onset
Private Events hosted by NFUMC members	\$150 cleaning/damage/key deposit \$25 facilities fee + \$15 kitchen fee (if used)	six months
Private Events hosted by non-NUMC members	\$250 cleaning/damage/key deposit \$100 facilities fee + \$50 kitchen fee (if used)	two months



**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 quilts.
- 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 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.

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 615-776-2815.

revised December 2018



Request for Use of Church Facilities - Single Event

Name of Group or Host: _____

Date Requested: _____ **Size of Group:** _____

Facilities Requested: Sanctuary Fellowship Hall Youth Area Grounds Kitchen
 Sound System Other: _____

Event Time: _____ to _____

Access Requested at: _____ **Take down will be finished and building will be vacated at:** _____

Purpose: _____

Responsible Person Submitting Request: _____

NFUMC Member Non-member

NFUMC-Sponsored Group Community Group Government Organization

Phone: _____ home business cell

Email: _____

Mailing Address: _____

I/we have read the Facilities Use Policy and agree to abide by the General Policy and the Kitchen Policy (if kitchen is used).

Upon approval of the request, I/we agree that _____ will be responsible for any damage to the Church facility caused by our group, we will abide by the Policy, and we agree to indemnify and hold NFUMC harmless, including attorney's fees, from any and all liability arising out of our group's use of the facilities.

Signature of Responsible Party

Date

Please initial each item applicable:

_____ **Community Groups:** Proof of Insurance is attached.

_____ The above signed has access to a Church key. Whose key? _____

_____ Arrangements for a key will need to be made. (Contact the Administrator).

Please allow three weeks after an event for return of cleaning/damage deposit.

Office Use Only:

Date request and deposit received: _____ Date entered on church calendar: _____

Payment: _____

Not Approved Approved by: _____

Deposit Return Approved Denied by: _____

Date deposit returned: _____



Request for Use of Church Facilities – Recurring Events

Name of Group/Organization: _____ **Size of Group:** _____

Beginning Date Requested: _____ **End Date Requested:** _____

Facilities Requested: Sanctuary Fellowship Hall Youth Area Grounds Kitchen
 Sound System Other: _____

Event Time: _____ to _____

Access Requested at: _____ **Take down will be finished and building will be vacated at:** _____

Purpose: _____

Responsible Person Submitting Request: _____

NFUMC Member Non-member

NFUMC-Sponsored Group Community Group Government Organization

Phone: _____ home business cell

Email: _____

Mailing Address: _____

I/we have read the Facilities Use Policy and agree to abide by the General Policy and the Kitchen Policy (if kitchen is used).

Upon approval of the request, I/we agree that _____ will be responsible for any damage to the Church facility caused by our group, we will abide by the Policy, and we agree to indemnify and hold NFUMC harmless, including attorney's fees, from any and all liability arising out of our group's use of the facilities.

Signature of Responsible Party

Date

Please initial each item applicable:

_____ **Community Groups:** Proof of Insurance is attached.

_____ The above signed has access to a Church key. Whose key? _____

_____ Arrangements for a key will need to be made. (Contact the Administrator).

Please allow three weeks after an event for return of cleaning/damage deposit.

Office Use Only:

Date request and deposit received: _____ Date entered on church calendar: _____

Payment: _____

Not Approved Approved by: _____

Deposit Return Approved Denied by: _____

Date deposit returned: _____