

POLICIES GOVERNING USE OF CHURCH PROPERTY

Fairlington United Methodist Church, 3900 King Street, Alexandria VA 22302 (703-671-8557)

www.fairlingtonumc.org

Fairlington United Methodist Church (FUMC) proclaims without reservation God's unconditional love and grace, and affirms the dignity and worth of every person as created in the image of God. We commit to extend Christ's gospel hospitality, creating a place of safety and spiritual sanctuary for all people. Therefore, this community of faith welcomes into membership, participation, and leadership all persons regardless of age, race, ethnicity, gender, family structure, marital status, sexual orientation, gender identity, economic background, political affiliation, physical or mental ability, faith history, or life experience. We recognize among us differences in theology and biblical interpretation, and covenant to accept, respect, and love one another along our faith journeys. As God loves us, so let us love one another.

Sharing Our Building

FUMC has a long tradition of opening its doors to non-profit groups that are devoted to the spiritual, cultural, educational, and recreational growth of the community. The church desires to remain an open and hospitable resource for the congregation and for the larger community. To achieve this goal, active management of building use is required to respond to the growing cost of custodial services. Users of the building must share responsibility and costs for the care and upkeep of the facilities. Similarly, **church members** who wish to use the facilities for personal or social functions will be asked to provide the same contributions. These contributions are listed in the table on the second/signature page of these guidelines. Should the suggested contribution pose a hardship for your organization, please notify the church office to discuss this with a member of the Trustees.

General Rules Governing Room Use

The following rules are applicable to use throughout the church building and outside property. Additional guidelines and security deposits may occur for the specific use of the Fellowship Hall and Kitchen. Please review and agree to those guidelines if seeking use of either of these rooms.

1. **Permission to use church space is room specific.** Groups *may not* use another room even if it seems available at the time of their use. Failure to follow this may result in additional rental fee requirements.
2. All FUMC organizations have priority for the use of the facilities. Applications thereafter from other eligible groups will be granted in order of their receipt. **The church reserves the right to cancel commitments at our discretion with a minimum of two weeks notice.**
3. Commercial, "for profit" activities are **not** permitted. Non-profit organizations planning fund-raising activities must get prior approval by making their intent clear in the application, and describing the purpose of the raised funds.
4. Additional prohibited items or activities include:
 - Alcoholic beverages
 - Smoking and other tobacco products
 - Use of lit candles or any open flame
 - Food and beverages inside the Chapel and Sanctuary (except for holy sacraments)
 - Partisan political activities
 - Activities past 9PM (cleanup must be completed by 9:30PM)
 - Nothing is to be taped/affixed to any walls, doors, and/or surfaces
5. In compliance with the FUMC Child Protection Policy, all groups must provide at least two childcare providers for any children cared for on church property. All children under 18 years of age meeting in the church must be properly supervised by adults. No adult shall meet with a person under the age of 18 without another adult present. Please ask for childcare provider recommendations if desired.
6. **All groups are responsible for leaving the facilities in the same condition in which they were found. Groups are responsible for any damage or breakage.**
 - Place all trash in appropriate bins located in each room and throughout the church
 - Place all recyclables in the marked bins of each room, or the blue bins throughout the church
7. The church may be closed on certain holidays or due to inclement weather. The church follows the schedule of Alexandria City Public Schools for closings and delays due to weather. Church status can be found on our website www.fairlingtonumc.org, or on our Facebook page. If your event is canceled, please contact the church office for rescheduling or reimbursement.

Fairlington United Methodist Church Acknowledgment of Room Use Terms and Conditions

I have read and will adhere to the requirements of the Church's POLICIES GOVERNING USE OF CHURCH PROPERTY, and if applicable, the Fellowship Hall Guidelines and Kitchen Use Checklist. Please return this signature page and your property use application, to the church office as early as possible to ensure that space is available. **I accept responsibility to repair or reimburse the church for any damage done during my room use and will report any damage immediately to the church office at 703-671-8557.**

Signed _____ Date _____

Name of Individual/Organization _____

Address _____

Phone _____ Email _____

Date(s) of Event _____ *Time of Reservation; Start _____ End _____

*Access to space includes 30 minutes before and after Time of Reservation

Estimated Total Fees (from table below) _____

Security Deposit for Kitchen Use (Refundable after Review) _____

Or Monthly use Terms and Rate, if applicable _____

Fees Associated with FUMC Room Use

To ensure the church's facilities are maintained in good condition for all community groups, the following table lists rental rates and custodial fees (security deposits are discussed and agreed upon before reservation confirmation). Should the fees pose a hardship for your organization, please notify the church office to discuss this with a member of the Trustees. A custodial fee of at least \$75 for custodial services may be required when special set-up or clean-up is needed. The custodial fee is always charged for Fellowship Hall use.

Room	For 1-100 persons		For 101-200 persons		Custodial Fee Schedule
	First 3 hours	Each added hour	First 3 hours	Each added hour	
Fellowship Hall	\$200	\$100	\$300	\$100	\$100 (1-50 persons) \$150 (51-100 persons) \$200 (101-150 persons) \$250 (151-200 persons)
Kitchen	\$150	\$75	\$150	\$75	Included with FH above
Sanctuary	\$300	\$100	\$400	\$100	Comparable to FH
Parlor	\$150	\$50	n/a		\$75
Chapel	\$200	\$100	n/a		\$75
Room 308	\$150	\$50	n/a		\$100
Classrooms	\$100	\$45	n/a		\$75
Any use on Monday (excludes Monthly rentals)					\$150
Carwash / Parking Lot	\$200		n/a		n/a

Fees and security deposits are payable prior to the event or in the case of monthly rentals are due the 1ST of each month. Checks for room use contributions and custodial fees should be made payable to **Fairlington United Methodist Church.**