

**New Hope United Methodist Church
Brunswick, Maryland 21716
Property Usage Policy (10 pages)**

**BOT Approval August 19, 2021
Reviewed by Finance Committee
Approved by the Administrative Council – Sept 28, 2021**

Section 1 - Overview:

“...Our Property Usage Policy says something important about us, and we should always make sure it communicates the spirit of Christ, and not that of an self-absorbed congregation.....”

This Policy is not a legal document. Rather it is intended to provide a sensible and flexible framework in which to fairly and flexibly administer requests for usage of Church property by the congregation and others. Extraordinary requests will be examined based upon merit.

This Policy includes Sections for:

- 2 - Principles
- 3 - Scope of Eligible Users, Properties, and Equipment
- 4 - Categories of Usage
- 5 - Types of Usage
- 6 - Safety, Security, and Insurance Considerations
- 7 - General Rules
- 8 - Fees
- 9 - Points of Contact
- 10 - Review and Approvals
- 11 - Application
- 12 - Fees Guidelines
- 13 – Event Checklist
- 14 - Property Usage Covenant Format

Section 2 - Principles:

1. The church's Property should be extended to others through God's benevolence and by the mission and generosity of the members of New Hope United Methodist Church.
2. Christian belief is not a requirement to use Church Property. However, our Church property is not available to those whose beliefs or practices conflict with the moral teachings of the United Methodist Church or the Laws of our Nation.
3. No alcohol, tobacco, weapons/firearms, or illegal substances are permitted on Church property.
4. Church property shall not generally be used for political purpose, nor for personal business.

Section 3 - Scope of Eligible Users, Properties, and Equipment:

1. Users: Shall include Church Members and their families, and others in our congregation, community and non-profit or for-profit good-cause organizations, and citizens and their families.
2. Buildings: The Church and Education buildings at Maryland Avenue, to include specified Rooms such as the Sanctuary, Kitchen, Stage, Restrooms, Fellowship Hall, the Chapel, and other Rooms for meetings and other events.
3. Land: The 27 acres of our Olive School Road land.
4. Equipment: Equipment assets (examples: tables and chairs, sound system) are generally not available for offsite loan.
5. Infrastructure Assets: Church assets such as telephones, internet, copiers, and supplies shall only be used by our congregation for Church matters and in a reasonable manner for personal or good cause purposes based on the honor system.

Section 4 - Categories of Usage:

1. Single Day Events, such as weddings, funerals, or one-time community meetings.
2. Ongoing Usage, such as AA, Scouting, the New Hope Partnership computer lab, and Building Veterans. In these cases, a Covenant (see 2018 attached Covenant Guideline) shall be enacted.
3. Events Longer Than One Day But Not Ongoing: Vacation Bible School, or a two-week Scouts summer Camp, are examples.

Section 5 - Types of Usage:

1. NHUMC congregational use of the Property as part of the ministry of the Church. This includes worship services and those activities sponsored by the various Committees and Ministries of the Church.
2. Non-Church purposes such as citizen family events, and charitable groups sponsored by a Church ministry.
3. Personal activities of Church members, such as family events.
4. Other United Methodist groups outside of the Church immediate congregation.
5. Independent outside social, civic, service, educational, charitable, and for-profit or non-profit groups or individuals.

Section 6 - Safety, Security, and Insurance Considerations:

1. Our Church is not a fortress, but unfortunate issues of the day require security and safety vigilance on a continuing basis: Locked doors, uncluttered access/exit, and other possible future measures such as badge-entry and cameras. Please keep the building safe and secure and report any issues.

2. Rooms and venues shall comply with County Fire Marshal capacity maximums (Sanctuary – 211, Fellowship Hall – 165 with chairs, 77 with tables/chairs, Chapel – 54 with chairs, 25 with tables and chairs).
3. The Church shall maintain life safety equipment at MD Ave, to include emergency lighting, fire extinguishers, lighted EXIT signage, written EXIT signage, and smoke alarms.
4. Emergency EXITS at MD Ave are clearly marked throughout the Church, as approved by the Frederick County Fire Marshal. Users should please take notice of these Exits as they enter and use the property.
5. Users shall always comply with the NHUMC Safe Sanctuary Policy. A copy of the SSP will be provided to all Users.
6. The Church shall carry Casualty and Liability Insurance at all times. Users shall carry appropriate insurance. It shall be determined if Certificates of Insurance are required for any usage Application.
7. The Church shall maintain an Incident Book. Users shall promptly report all incidents to staff or a Trustee, such as accidents, and safety issues.

Section 7 - General Rules:

1. The Church is a house of worship. Please treat our assets with respect as you are a guest in God's house.
2. Occasionally Church priorities (example: a funeral) may require priority postponement of an approved and scheduled User event.
3. Users shall hold the Church harmless for injury or loss of personal property in connection with use of any of its facilities.
4. All Users shall comply with covid19 Rules (if any). Currently, the Church requires inside masking, distancing, attendance logging, and sanitizing, but these Rules will evolve as conditions change.
5. The Church reserves the right to decline any Request for Usage without cause.

6. Users shall leave the venue clean, organized, without damage, and including the removal of User waste and any other materials.
7. The Church offers limited handicapped access. Parking is on a hilly City street, or nearby as available, and in the gravel Lot (not owned by the Church) behind the Church. A Stair Lift is available to access several floors and venues. Special parking arrangements may be requested with the City upon merit.
8. The Church does not normally provide Internet, Wifi, or other computer assets, sound system, or music equipment, to Users.
9. Heating, air conditioning, water, and waste systems, are considered a built-in part of any permitted usage and fees. Please do not adjust any thermostat unless a specific agreement has been arranged for special heat or cooling.
10. The Kitchen is a licensed Frederick County commercial facility (no grease traps!), and as such any Usage must comply with posted Frederick County Regulations, and especially Hazard Analysis Critical Control Points (HACCP).
11. No food, drink, or other materials may be stored or left in the Church.
12. User animals are not allowed inside the Church unless specifically permitted for Service assistance or other basis of merit.
13. Key(s) to the Church and inside-venues will be issued upon need, and may not be duplicated.

Section 8 - Fees:

1. Members and their immediate families shall be able to use any and all property and equipment without charge.
2. A fair Fee shall be charged to any User who is not a formal Church Member, based upon infrastructure replenishment and the value of what is being used. Fees may be waived upon determination of merit. Suggested Fees are listed below in Section 13, but may be negotiated based upon situations.

Section 9 - Points of Contact:

1. The Church Office staff shall serve as principal POC, and provide Policy, application forms, fee information, and calendar coordination. Information shall also be posted on the Church website.
2. Applications should be submitted by US Mail or directly at the Church, but are not currently available to be electronically submitted.

Section 10 - Review and Approvals

1. Authority: Granting permission for Property use is the overall responsibility of the Board of Trustees, with Senior Pastor counsel. In some cases, consultation with Finance Committee and/or the Administrative Council may be required.
2. Single Events: The Pastor and Administrative Assistant shall jointly make everyday decisions on one-time Applications such as weddings, funerals and other normal single events. The BOT President shall be informed. A Checklist by the Event Leader will be used to assure coordination of all parties.
3. Major or Extraordinary Events: Shall be reviewed at a Trustee meeting. In cases where a decision is needed before the next Trustee meeting, the approval of the President of the Board of Trustees and Senior Pastor is necessary.
4. Ongoing Use: The Board of Trustees shall make decisions on applications for ongoing use. An approved Covenant is required, in the format adopted in 2018 by the Administrative Council.

Section 11 – NHUMC Property Usage Application Form

Office Hours are limited to Wednesday and Thursday 8:30 am - 1:00 pm. Email and phone correspondence, or in-person

Church Contact Information

Office phone number 301-834-7320

Office email newhope.brunswick@gmail.com

Date and Time Requested

Name/Group

Address

Phone

Email

Purpose of Usage

How many people are expected?

What venues do you wish to use?

Any special requests?

Name (print)

Signature of applicant, and Date

NHUMC Review and Approvals

Date

Signatures

Section 12 – Fee Guidelines

(Fees may be adjusted, or eliminated, based upon merit, hours, or situations)

NHUMC Suggested Property Use Fees

	<u>Formal</u> <u>Members of</u> <u>NHUMC</u>	<u>Regular</u> <u>Attendees but</u> <u>not Members</u>	<u>Members of</u> <u>other UMCs</u>	<u>All Others</u>
Single Events				
Sanctuary	\$0	\$100	\$100	\$150
Fellowship Hall	\$0	\$100	\$100	\$250
Kitchen	\$0	\$200	\$200	\$250
Meeting Room(s)	\$0	\$50	\$50	\$75
Chapel	\$0	\$75	\$75	\$125
Olive School Road	\$0	\$150	\$150	\$250
Equipment	\$0	TBD	TBD	TBD
S+FH+K	\$0	\$200	\$200	\$325
S+FH	\$0	\$150	\$150	\$250
K+FH	\$0	\$150	\$150	\$300
Pastor Consideration	\$250	\$250	\$250	\$250
Organist/Pianist	TBD	TBD	TBD	TBD
Long Term Usage	TBD	TBD	TBD	TBD

Section 13 – Events Checklist



NEW HOPE UMC EVENT FORM

Event _____

Short Des. _____

Date(s) of Event _____ Hours _____

Location _____

Event Leader _____

Committee/Congregation Help Needed:

What help is needed ?	Committee Member Assigned
Ad Council _____	_____
Board of Trustees _____	_____
Treasurer/Accounting/ Finance _____	_____
Communication/Advertising _____	_____
Ushers _____	_____
Worship _____	_____
Men's Ministry _____	_____
Women's/JUMW Ministries _____	_____
Youth Ministries _____	_____
Custodial _____	_____
Kitchen Needs _____	_____

Police/Sheriff— Person responsible for contact _____

Need: Parking bags? No Ticketing? _____

Traffic Control _____

Permits— Person responsible for contact _____

City _____ County Health Dept. _____

Porta-Pot _____ **Hand washing Station** _____

Notes: (give as much information as possible to assure a successful, organized and well communicated event)

Section 14 - NHUMC Property Usage Covenant Template

An agreement between the Church and Community users of the facility

Approved by the Administrative Council 2018

Summary Profile: A good description of the purpose of the request for usage of the Church building

Licensing/Inspections – State, County, City: Those required for User, and any impact to existing NHUMC Licenses

General Terms and Conditions: No alcohol/tobacco/drugs, must adhere to Safe Sanctuary Policy, cleanup/trash, Church priorities (example; a funeral)

Initial term of usage, and trial period (if any):

Rooms/equipment to be used: such as Kitchen, water, stove, restrooms

Insurance: UMI and Requestor as required

Schedule: Church Calendar coordination, planned usage days and hours

Access: Who will hold door keys, what doors are accessible

Prices and Payments: as approved by Finance

Utilities: Use of power, lights, heat, and cooling

Safety/Emergency: Life safety equipment, emergency contact(s), rules

Improvements: Any agreed improvements (example; electrical outlets, paint) and who pays the cost

Uniques: examples; dedicated rooms/locks, use of appliances, internet connections, and such

Status reporting: Any requirement for the User to provide a periodic status to the Church

Points of Contact: for all Parties