

# **Baker Memorial United Methodist Church**

**345 Main Street – East Aurora, NY 14052**

## **Policy and Procedure for Use of Church Facilities**

*(As determined by the Board of Trustees)*

*Please note: Building procedures apply to ALL who use Baker Church facilities, including staff, church members, classes and outside groups.*

***Leaders, please make yourselves familiar with this policy.***

1. Conduct of the people using these facilities must respect the interests of the church and of other people in the building.
2. Smoking and use of alcoholic beverages is not permitted anywhere on the church premises.
3. If your meeting needs a TV/DVD player or projector/screen, please make your request in advance.
4. Sound system may not be used without permission and instructions. If you need to move equipment, this must be put back to original order following your function. This includes mics, stands, cords, etc. If you are in need of a sound operator, arrangements should be made well in advance.
5. If you need to move room furniture, you are responsible to return everything as you found it immediately following your event.
6. Your group will be responsible for cleaning up, including sweeping hard floor areas, vacuuming carpeted areas, cleaning table tops, washing and putting away dishes, and emptying trash. Please check restrooms and clean where necessary. Full trash bags should be taken to the dumpster in the parking lot.
7. At the conclusion of any activity, ALL lights in the area of use need to be turned off. If you are the last one out of the building, please make sure ALL lights are turned off, and ensure ALL doors and windows are closed and securely locked before leaving.
8. If you use the key to unlock the outside door by the church office, you must re-lock it with the key. The lock timer will only work if the lock piece is sticking out of the door frame. Door should click loudly when opened if the lock is in the correct position.
9. Your group will be responsible for fees incurred from cleaning, repairs or replacement of equipment due to damage that may result from your use. PLEASE inform Baker Church of any damage.
10. Please understand that some flexibility may be required in the use of church facilities in order to provide for regular church activities, building and grounds maintenance or use by other groups.

## **GUIDELINES FOR ROOM USAGE**

1. All group leaders must contact the office prior to meeting to put event or activity on the master calendar. Please speak with our administrative assistant because she is responsible for the master calendar.
2. A room will be assigned depending on your group size. We are following the CDC and NY State guidelines. As of September 20, 2020, we are the following rooms for meeting and events: the chapel, parlor, sanctuary, and Frantz Hall. Current capacity: chapel-20, parlor-4, sanctuary-133 and Frantz Hall-60. Social distancing must be maintained regardless of capacity therefore the capacity number may be lower than stated. (This is subject to change.)
3. Leaders of all groups must keep attendance, including each person's name and phone number, for each session. This information must be given to church office before you leave the building on the day of your event. Please place in mail slot on the door if office is closed.
4. Masks must be worn by everyone, unless a medical condition precludes a person, and social distancing of 6 feet must be observed.
5. You may only use the room assigned for your group.
6. Use only the bathroom on the floor of your meeting room. Follow the posted guidelines for cleaning bathroom when using. Only one person in a bathroom at a time.
7. Keep all belongings with you (do not use coat hangers or hooks).
8. Shared food and/or beverages are prohibited.
9. Non-member groups must provide sanitizer and/or disinfectant for your group. Church member groups - supplies will be available for your use.
10. When leaving room, DISINFECT everything touched (light switches, table tops, etc.). Please disinfect all doors and handles touched, especially the outside door when you exit.
11. Take everything with you when leaving including supplies you brought in. Please deposit all bagged trash in the dumpster in the parking lot.
12. A cleaning fee will be collected if the room your group uses is scheduled to be used within 24 hours (ie the next day).

Signature of group leader - \_\_\_\_\_

Date - \_\_\_\_\_

*These guidelines are subject to change as per the  
CDC, NY State and the UNYUMC.*

**Baker Memorial United Methodist Church**  
345 Main Street  
East Aurora, NY 14052

**Request for Use of Church Facilities**

Name of Organization: \_\_\_\_\_

Authorized contact person's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of program planned: \_\_\_\_\_

Day(s)/Date(s) of proposed use of building: \_\_\_\_\_

Time(s) Needed: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Amount of Parking Required: \_\_\_\_\_ Attendance Expected: \_\_\_\_\_

Fee for building use: \$ \_\_\_\_\_ (filled out by Baker Church)

- We agree that
- (1) We will pay all agreed-upon fees to: Baker Memorial United Methodist Church.
  - (2) We will leave the rooms and/or facilities as we found them.
  - (3) We will assume the cost of repair to facilities or equipment damaged through misuse.
  - (4) Smoking and alcoholic beverages are prohibited in the church building.
  - (5) We have liability insurance in the amount of \$ \_\_\_\_\_, which insures anyone attending this meeting(s), per event and we hereby submit a certificate of such insurance.
  - (6) We will renew this agreement by August 1 of each year if this is an annual agreement.

**Authorized Signature:** \_\_\_\_\_

Date of Application: \_\_\_\_\_

Approved by: \_\_\_\_\_ (Trustee)                      Date: \_\_\_\_\_

Copies to:    *Facilities Administrator*        \_\_\_\_\_  
                  *Board of Trustees*                    \_\_\_\_\_  
                  *Church Office*                            \_\_\_\_\_