



CHARLOTTESVILLE FIRST
UNITED METHODIST CHURCH

FACILITIES USE GUIDELINES

Approved January 9, 2023

Charlottesville First United Methodist Church (CFUMC), a Virginia not-for-profit organization, wishes to make the facility available to individuals, groups or organizations for meetings or other events whenever possible. For those meetings or other events, however, that are not part of the ministry of CFUMC, minimum donations have been established for usage of the facility. Even if sponsored or endorsed by a ministry area of CFUMC, the Trustees may deem it necessary to require certain minimum donations to cover the costs associated with each space. The minimum donations are found in the Current Facilities Use Schedule.

General Guidelines and Requirements

Every individual, group or organization is required to abide by all CFUMC guidelines, requirements, and restrictions regarding usage of the facilities.

Disclaimer for Non FUMC Individuals, Groups or Organizations

Those Non-CFUMC groups using CFUMC's facilities agree to release, protect, defend, indemnify, and hold harmless CFUMC and its trustees, leadership team, employees, members, and other representatives from and against all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any CFUMC facility.

Any damage to or breakage of church property must be reported as soon as possible to the Church Administrator. In the event of damage to CFUMC, those using the facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by CFUMC's trustees or their designee and shall pay CFUMC for such repair and replacement costs upon request.

We strongly urge that individuals and groups using the facilities provide evidence of their own liability insurance to the Church Administrator.

Due to COVID-19, we are observing CDC, State of Virginia, and Virginia Conference, UMC guidelines. Reservations are subject to change.

Approval Process for All Users

1. Contact the Church Administrator to check the church calendar by telephone (434) 296-6193 or email [office@cvillefirstumc.org] and obtain the Facilities Use Request Form.
2. Complete the Facilities Use Request Form and return it to the Church Administrator. The request will be reviewed by representatives of the Board of Trustees.
3. If there are any questions, a Trustee or the Church Administrator will contact the applicant and a decision will be provided as soon as possible. If approved, the form will be signed by the appropriate church representative and returned to you, along with any additional instructions.
4. Once an individual, group or organization is approved to use CFUMC, it is strictly prohibited to pass that permission on to any other group or organization.

Arrival/Departure

The person listed on the Facilities Use Request Form as the person responsible (For non-CFUMC Uses) must schedule a time to meet with the Church Administrator at least two weeks prior to the event for instructions as to security of church building and to obtain a temporary entrance code. The person listed on the Facilities Use Request Form (CFUMC member or non-CFUMC member) as the person responsible must remain at CFUMC for the entire time of the scheduled event. The exterior doors to the church should not be propped open or left open at any time. A person must be at the door to let participants in the building. This person should be the last to leave, making sure all lights are turned off and all doors are locked.

Children/Child Care

1. Nursery and childcare are NOT provided for any non-CFUMC events.
2. A minimum of two unrelated adults must be present at all events involving children and/or youth. Children are not to be dropped off by a parent unless it is verified that an adult is present in the building to supervise.

Donations

A deposit may be required upon approval of the requested non-CFUMC use. The deposit will be refunded if church building is left in satisfactory condition. If requested, a minimum donation must be delivered to church office no later than two weeks prior to the scheduled use. Otherwise, use of the building may be forfeited.

The Facility Use Minimum Donation Chart will be provided with the Facilities Use Request Form. Minimum donations are due two weeks prior to the event. Donations due to pastors, musicians, organist, and/or Wedding Coordinator for their services should be paid as agreed with those individuals, and checks should be made to those individuals.

Donations may be waived for some non-profit organizations by the Board of Trustees. Waiver requests should be written and delivered to the Church Administrator.

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Note: Requests should be submitted as early as possible. However, final approval of requests will not be approved more than six months in advance.

Cleaning CFUMC Facilities after an Event

The following items will be used to evaluate the state of the facility after your event has concluded. Be sure that all items are completed before you leave CFUMC.

- **Fellowship (Social) Hall** – If any type of food or drink is served, all tables should be wiped down and floors should be cleaned of any food or spills. Tables and chairs should be returned to their proper places.
- **Kitchen** – If using kitchen counters, sink area, dishes, or ovens/stove, all should be wiped down and cleaned to the level the kitchen was found at the beginning of the event.
- **Sanctuary and Chapel** – Check all pews for miscellaneous items. Straighten seat covers, replace Bibles on pews and hymn books in holders and check holders for miscellaneous papers, etc.
- **Classrooms** – All materials brought into the church for use only by your group are to be either taken away or put in a trash can. Any items such as tables, chairs, TVs or easels that have been moved are to be returned to their proper places.

Furniture/Equipment

1. The usage of any CFUMC furniture or equipment must be approved by the Church Administrator and is subject to availability. (For example: TVs, VCRs, projectors, screens and/or sound equipment.)
2. CFUMC's pianos and organ may not be used without the direct consent of the Music Director.
3. Operation of the Sound/Visual (AV) system in the sanctuary must be by a CFUMC Technology and Communication Coordinator or must be approved by the Coordinator. Coordinate this use through the Church Administrator or the Wedding Coordinator. See the Facility Use Minimum Donation Chart for the amounts.

General User Responsibility

1. You will need to obtain a temporary access code and necessary keys prior to the day the facility is to be used. The access codes and keys must be obtained and signed for by the person who will be present and responsible both for the participants and the opening and securing of the church building each day it is used. Keys must be returned to the Church Administrator's mailbox and the access code assigned will be deactivated by the Church Administrator after the event has concluded.
2. Persons using CFUMC facilities should use the highest level of care and respect possible. By signing the Facilities Use Request Form, you are agreeing to leave the facilities in good, clean condition. Trash must be gathered by users and placed in the appropriate receptacles. Lights must be turned off and all doors locked before exiting the facility.

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3. Parking is always limited in the area of the church. If a wedding or paid function is scheduled, the lot will be available two hours prior to the commencement of the event. No cars are to remain in the lot after the scheduled event has concluded. The marked handicapped spaces are always to be saved for such persons, and no cars are allowed to park around the parking lot "island".
4. Exterior doors are to be attended by a person or locked before, during and after the event or use. Unlocked or propped open exterior doors are not allowed for events other than events where a professional security guard is on duty. A person at each exterior door is still required.

Other Restrictions

- Alcoholic beverages and controlled drugs not prescribed by a physician will not be permitted on church property at any time.
- Smoking will not be permitted inside or outside the facility! Please announce these policies to your group.
- Food and/or beverages are not permitted in the Sanctuary or the Chapel.
- Outside doors are to remain locked at all times. Therefore, we expect a person or group to monitor the entrance door(s) until all persons arrive for the activity.
- Doors are not to be propped open when unattended.
- For building security, motion sensors and alarms are activated daily from 8:00 p.m. until 7:00 a.m. Groups or individuals planning to use the church facilities during that time period are requested to notify the Church Administrator at least two days in advance so that the security system activation can be modified or cancelled.
- The Sanctuary is to be used only for Christian worship, weddings and other preapproved functions (lectures, recitals, musicals, dramas, etc.).
- If the kitchen is to be used, guidelines available in the kitchen must be reviewed and followed. Strict clean-up is essential, and a check-off sheet will be provided. The individual or group is required to supply all their own food items, dining supplies, and cleaning materials.
- Under no circumstances may decorations be attached to pews, walls, doors, or furniture.
- No paint, tapes, glues or other substances may be used, nor carpentry, electrical or other construction work be done on CFUMC premises without the prior approval by the Church Administrator and/or Trustees.
- No oil-based paint, flammable liquid, fire producing chemicals, or open flames in any form (except for approved candles on the altar tables) may be used.
- No signs, poster, banners, flags, streamers, or other items are to be attached to or hung within or outside CFUMC facilities without prior approval from the Church Administrator/Trustees. All scenery or props must be freestanding. No nails, screws or stage hooks may be used. All materials used must be non-combustible or have been treated to be made fire-retardant.

Additional Requirements

1. Any group using the CFUMC facilities must be an organization whose purposes and activities align with the mission and social principles of the United Methodist Church and CFUMC. This restriction applies whether or not a CFUMC member is affiliated with such an organization.

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2. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group on church property unless a specific exception to this rule has been granted by the Trustees.
3. In no event will CFUMC be responsible or liable for loss or theft of, or damage to, any articles of property of any group or organization or any member thereof.
4. CFUMC's name shall not be used by any group or organization in any manner in advertising or other publicity or any other oral or written statements that indicate or imply that CFUMC endorses or sanctions such group or organization or its meeting, event, mission, or principles. The only exception permitted is reference to CFUMC as the location of the applicable event or as may otherwise be expressly approved in writing by CFUMC.
5. CFUMC reserves the right to schedule other activities and events in other parts of the facilities while your event is happening.

WEDDINGS

Scheduling

1. Contact the Church Administrator to find if the desired date is available. Weddings can be reserved no more than six (6) months in advance.
2. This date will be reserved for two (2) weeks pending an initial meeting with the Pastor.
3. If one of the Charlottesville First UMC pastors is not going to perform the wedding, the CFUMC pastor must approve the officiant and will send a letter of invitation to that person.
4. A 50% deposit of the user donation is required at this time to complete the reservation.

Wedding Coordinator

A CFUMC Wedding Coordinator will be assigned to you. You should contact the Wedding Coordinator soon after the date has been confirmed.

The Wedding Coordinator is a representative of CFUMC and will facilitate your rehearsal and wedding. The Wedding Coordinator will coordinate the events for the church and the wedding party. The Coordinator is not a wedding planner.

Facilities and Service

1. The wedding and rehearsal may be held in the Sanctuary or Chapel. There is no eating or drinking allowed in either room.
2. The Wedding Coordinator will require persons obtained by the person responsible for the wedding to have the door code for exterior church doors and stay at the door to let wedding attendees into or out of the building. Exterior doors are not to be left unlocked without an attendant being present. This applies to before, during and after the wedding.
3. The use of rice, confetti or birdseed inside or outside of the building is not permitted.

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Reception

1. Receptions may be held in the Fellowship Hall or the Gathering Space. The Wedding Coordinator will advise on the availability of these spaces.
2. Catered Receptions – the caterer must furnish all dishes, flatware, tablecloths, etc. If use of the kitchen is required, please let the Wedding Coordinator know.

Parking

Weddings have priority parking in the church parking lot 2 hours prior to the time of the wedding and 2 hours after the wedding. The Wedding Coordinator will handle this.

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Charlottesville First United Methodist Church, 101 E. Jefferson St., Charlottesville, VA 22902 Telephone: 434 963 6193. Email: office@cvillefirstumc.org. Website: <https://cvillefirstumc.org>



**Charlottesville First United Methodist Church
Facilities Use Donation Requests
August 1, 2020
Confirmed April 26, 2021**

Room or Space	Area ft ²	Occupancy	Member	Non-Member
Sanctuary – Weddings, etc. (5 hrs.)	4895	350	\$500.00	\$800.00
**Outside Organist Orientation Fee			\$50.00	\$75.00
*Church Audio/Video Technician (per hour)			\$50.00	50.00
*Outside A/V Technician Orientation Fee			\$50.00	\$50.00
Church Wedding Coordinator - Required			\$250.00	\$250.00
Chapel – Weddings, etc. (5 hrs.)	1530	125	\$250.00	\$350.00
Fellowship Hall (5 hrs.)	4676	200	\$350.00	\$450.00
Kitchen (3 hrs.)	1007	NA	\$150.00	\$250.00
Gathering Space (5 hrs.)	1760	50	\$250.00	\$350.00
Meeting Room – 208 (2 hrs.)	441	25	\$20.00	\$30.00
Meeting Room – 308 (2 hrs.)	630	35	\$25.00	\$35.00
Security Officer (per hr.)			\$50.00	\$50.00

Note: Space Fees include custodial fees for cleaning

*Audio/Video systems can be operated by one of the church technicians at the hourly fees shown or our church technician can meet with the user's qualified technician to orient and evaluate their qualifications for a fixed fee as quoted above.

**The sanctuary organ can be played by the church music director or the music director can meet with the user's qualified organist to orient and evaluate their qualifications for a fixed fee as quoted above. The church music director will provide his fee to play directly to the user.