

## **Before renting, you must complete:**

Facility Use Request Form

User Agreement/Liability Release

## **Important information about use of facilities**

- BUMC exists for the glory of God and to accomplish that mission. Groups not compatible with the beliefs and purposes of BUMC will not be permitted.

- BUMC is organized as a charitable religious organization. Therefore, **no profit-making or partisan political groups** are permitted use.

- The **Board of Trustees will have the final decision** for any group using the facilities.

## **How does the church prioritize use?**

### **Highest Priority:**

Internal programs, ministries and functions of the church (worship, meetings, activities).

### **Second Priority:**

BUMC sponsored programs, ministries and functions (*AA, Bell Socialization, Boy Scouts, etc*).

### **Third Priority:**

BUMC members/attendee events (*weddings, social events, etc*).

### **Last Priority:**

Rentals by non-profit community groups and organizations.

*\*The Board of Trustees reserves the right to prohibit or terminate any activity or use of its facilities at any time for any reason.*

## **How can my group use the church?**

### **Opening /Closing:**

Is the responsibility of representatives of BUMC.

### **Arriving/Departing:**

Each group is responsible to leave the facility in the same condition as when they arrived.

- *Return all items to their original location.*
- *Do not remove items from the room.*
- *Report all damage immediately.*
- *Windows should remain closed and locked.*
- *Removal of trash and all personal items.*

## **What are the rules for using the facility?**

### **If you sign, you stay here.**

The adult person who has signed the Request Form must be present at ALL times while the building is in use, no other adults or substitute can take your place.

### **No roaming or damage**

Your group can only use the room designated. Do not roam hallways or access other areas. Groups will be held responsible for any damages and/or poor behavior.

### **No unapproved items/behavior**

Groups should be sensitive to the mission of BUMC and act in harmony with it....

**No:** vulgar or profane language, inappropriate behavior, inappropriate dress.

**No:** alcoholic beverages, illegal drugs, smoking on the premises at any time, fire-arms (except law enforcement officers), pets (*except bona fide and labeled service pets*).

**No fundraisers or sales** (*without direct approval of the Administrative Board*).

**No:** tacks, nails, tape or staples.

**No:** candles or flames.

**No:** helium balloons (*in rooms higher than 10'*).

## **What about events involving children/youth?**

If your event involves children under the age of 18, vulnerable or at-risk adults must have...

### **Two Adult Supervision at all times**

### **Safe Sanctuaries Compliance\***

*\*retain a copy of this policy from BUMC*

## **What about the use of the kitchen?**

### **Preparing food:**

The use of the kitchen to prepare food is limited to those with approval from the Missions and/or Scouting program, and must follow Safe Serve guidelines and Trustee guidelines (*in order to protect the permitted use of Common Grounds Cafe*).

### **Other uses:**

On approval, other groups may use kitchen areas for set-up of pre-prepared or purchased foods (but, not use of oven, stove or dishwasher).



# **FACILITY USE GUIDELINES**

**109 East Main Street  
Dallastown, PA 17313**

**(717) 244-1486**

**Email  
office@gotobethlehem.org**

	Parking Lot	Meeting Room	Fellowship Halls or Wesley Hall	Gymnasium	Wedding	Funeral
<b>Non Member</b>	Donation	\$25/hour	\$50/hour	\$60/hour	\$300	Donation
<b>Deposit Required</b>	None	\$100	\$100	\$300		
<b>Other Requirements</b>	Proof of Insurance			\$75 Janitor	\$75 Janitor	\$75 Janitor
<b>Other options</b>		TV/DVD Usage \$25	Moving Tables \$50 TV/DVD Usage \$25	<b>Use of Chairs</b> 0 < 100 chairs \$75 100 < 200 chairs \$150 200 < 300 chairs \$225 <300 \$50 per 50 chairs <b>Technical Support</b> Projection/sound \$100 / 2 hours + Sound Tech \$50 per hour Sound only \$50 / 2 hours + Sound Tech \$50 per hour	\$100 Fellowship Hall (6 hours)	
	Parking Lot	Meeting Room	Fellowship Halls or Wesley Hall	Gymnasium	Wedding	Funeral
<b>MEMBER</b>	Donation	No Fee	Donation	\$40/hour	None	None
<b>Deposit Required</b>		\$100	\$100	\$150	None	None
<b>Other Requirements</b>					\$75 Janitor	\$75 Janitor
<b>Other options</b>		TV/DVD Usage \$25	Moving Tables \$50 TV/DVD Usage \$25			AV Usage \$30