

Use of Facilities Policy and Application

Benson Memorial United Methodist Church

4706 Creedmoor Road, Raleigh, NC 27612

(919) 787-0789 | office@bensonmemorialumc.org

The following form is divided into the following sections: **Use of Facilities Policy, Daily Use Fees, Procedure for Requesting Facilities, Church Facilities Rental Application, and Signatures of Agreement and Approval.**

Any group that meets the usage criteria in this policy must have a *sponsor*, who is an active adult member of Benson Memorial United Methodist Church.

Sponsor: An active adult member of the church who is involved with the organization requesting to use the church facilities. The sponsor is responsible for ensuring that the building is unlocked before the group arrives and locked when the group has left. In addition, the sponsor is responsible for reporting any damage that may occur during the use period and ensuring that the room(s) used are returned to the original configuration after being used. The sponsor should consider being present on site when the building is in use by the requesting group. If the requestor violates any of the above rules or policies, the Trustees Committee has the right to cancel the usage request, which would result in forfeiture of any deposit or fees paid in advance.

Please read through this entire document before filling out the rental application section.
Thank you!

Use of Facilities Policy

The physical campus of Benson Memorial United Methodist Church exists to support the ministries of this church and to support community activities.

1. **Church Ministry Groups:** Groups whose purpose aligns with the ministries of this church have first priority in the use of facilities and will not be charged a fee.
2. **Nonprofit Groups:** Nonprofit groups have second priority in the use of facilities and may use the facilities upon payment of the appropriate fee as listed in the Daily Use Fees section. Nonprofit groups with one or more church members have priority over those without church members.
3. **Educational Political Activities:** There will be no use of this church for partisan political activities, but the church may be used by groups aiming to educate the public on

political activities, but the church may be used by groups aiming to educate the public on policy issues (e.g., common cause and nonpartisan activities), upon payment of the appropriate fee. Under no circumstances will the church facilities be used by groups seeking to promote the electoral candidacy of any candidate for public office. The church may host political candidates to speak (e.g. debates, town halls, forums) only if all candidates for the same office have been offered the same invitation.

4. **Profit Groups:** Profit groups have third priority and may use the facilities upon payment of the fee as listed in the Daily Use Fees section. Profit groups with one or more church members have priority over those without church members.

Approval for the use of Benson Memorial UMC facilities must be obtained from the current pastor or his designee and/or the Trustee Chair. If additional guidance is required, it may be requested from the Church Council Chair.

Rules and Regulations

- **No Alcohol/Drugs:** No alcoholic beverages or illegal drugs are permitted on church grounds or in buildings.
- **Smoke-Free Campus:** This is a smoke-free campus.
- **No Damaging Materials:** Nails, thumbtacks, and tapes that could damage property shall not be used to decorate the facility without permission from the Board of Trustees. The only tape that should be used anywhere on the property should be painter's tape.
- **Responsible Conduct:** The person making the reservation is responsible for the conduct of the group and liable for damages to church property.
- **Timely Removal:** Decorations and private equipment must be removed the same day, except with authorization from the pastor and/or trustee chair.
- **Liability Disclaimer:** The church is not responsible for lost or damaged items or equipment brought into the church.
- **Kitchen Use:** Any group using any church kitchen must coordinate with a member of the Kitchen or Trustee Committee. Cooking is not allowed in any church kitchen by any external group.

The applicant is responsible for:

- Returning all items (tables, chairs) to their original positions.
- Turning off all lights, securing all doors, windows, and restrooms, and flushing toilets upon conclusion of the event.
- Reporting malfunctions or issues to the church office at (919) 787-0789 or office@bensonmemorialumc.org.

Room availability: Rooms will not be available for applicant's use prior to agreed and approved setup time, and rooms must be vacated, cleaned, and restored to original configuration by the agreed and approved ending time (same day; usually within 60 minutes of end of event).

Existing toys and other items: No resources, materials, or toys found in a meeting room are to be used without the expressed consent of the church office or, if necessary, the Preschool Director.

Playground Guidelines: Children over age four may not play in the courtyard, and children over age twelve may not play on the playground up the hill past the basketball court. All children must be supervised by an adult. The Preschool Director will be asked to approve the use of any playgrounds.

Daily Use Fees

Available Rooms

- **Church School Room (25-person capacity)**
 - Fee: \$50.00
 - Restrictions: No food
 - Rooms: 101 Overflow, 111 (Hard Floor), 109 Nursery
- **Fellowship Hall (100-person capacity)**
 - Fee: \$200.00
- **Fellowship Hall Kitchen**
 - Fee: \$50.00 (food prep only; no cooking)
 - *Additional deposit:* \$200.00 refundable, dependent on cleanliness
- **Youth Center (50-person capacity)**
 - Fee: \$75.00
- **Youth Center Kitchen**
 - Fee: \$50.00 (food prep only; no cooking)
 - *Additional deposit:* \$200.00 refundable, dependent on cleanliness
- **Sanctuary (325-person capacity)**
 - Fee: \$200.00

Deposits may be required for facility use.

Procedure for Requesting Facilities

A **Church Facilities Rental Application** is required for any facility use beyond Sunday activities. Applications may be submitted online to office@bensonmemorialumc.org or mailed to Benson Memorial UMC, Attn: Church Office Administrator.

- Applications must be submitted five business days prior to the event. Late applications will delay scheduling.

- Applications will be reviewed by the church staff, Pastor, and Trustees Chair. The Trustees Chair may consult with the Church Council if necessary. Applicants will be notified of the decision, and if approved, room assignments will be made.
 - Room assignments will only be canceled if a church ministry group needs the room; every effort will be made to accommodate the applicant in another room.
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Church Facilities Rental Application

Completed applications should be sent to office@bensonmemorialumc.org or brought to the church office.

Applicant Information

- **Group Name:** _____

- **Type of Group:** (circle one) Profit | Nonprofit
- **Purpose of Group:** _____

- **Ministry of the Church?:** (circle one) Yes | No
- **Activities during Meeting:** _____

- **Facility Requested:** _____

- **Date(s) Requested:** _____

- **Time(s) Requested:** _____

- **Number of People Attending:** Adults _____ | Children _____

Contact Information

- **Sponsor Name and Contact:** _____

- **Group Contact Name(s):** _____

- **Address:** _____

- **Telephone:** _____
- **Email:** _____
- **Alternate Contact:** _____

- **Telephone:** _____

Facility Use Agreement

"I confirm that I have read and understand the Rules and Regulations. I agree to ensure that my group follows these regulations."

- **Applicant Agreement:** (circle one) Yes | No
- **Date:** _____

Church Sponsor Agreement

- **Sponsor Name:** _____
- **Agreement:** (circle one) Yes | No
- **Date:** _____

Approval

Pastor or Designee Approval

- Date Approved: _____
 - Signature: _____
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Return signed document to the church office.

Church Office, Benson Memorial UMC, 4706 Creedmoor Road, Raleigh, NC 27612

office@bensonmemorialumc.org

Office Use Only: File approved application, notify relevant parties, and reserve on church calendar.