

## **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