

PENDER UNITED METHODIST CHURCH

12401 Alder Woods Dr., Fairfax, VA 22033

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Date Posted _____

BUILDING USE FORM - OUTSIDE ORGANIZATIONS

GROUP/PERSON REQUESTING USE OF THE BUILDING _____

ONE TIME EVENT REQUEST

Name of Event: _____

Date(s) Requested: _____

Event Time: From _____ To _____ (Actual Event Time)

(This is what will appear on the church calendar)

Reserve Time: From _____ To _____ (Set up to break down time)

Number of people in group: _____

RECURRING EVENT REQUEST

PLEASE NOTE: Recurring events can be scheduled for up to one year from the effective starting date

Name of Event: _____

Circle Frequency: Monthly Weekly Every Two Weeks Other _____

Circle Week in Month Needed: First Second Third Fourth

Circle day Needed: Sunday Monday Tuesday Wed Thursday Friday Saturday

Request is in effect from: ____/____/____ to ____/____/____ (End date is required.)

Event Time: From _____ To _____ (Actual Event Time)

(This is what will appear on the church calendar)

Reserve Time: From _____ To _____ (Set up to break down time)

Number of people in group _____

OTHER INFORMATION

Is the organization insured? (Y or N) _____ Name of Insurance Company: _____

Is use of the kitchen requested? (Y or N) _____ Will food or drinks be served? (Y or N) _____

Will you be responsible for set-up and clean-up, or will you pay Pender's custodian for this service?

_____ We will be responsible

_____ We will pay Pender's custodian. We need: _____

CHILD PROTECTION POLICY (CPP)

Will children be involved in your activity? YES _____ NO _____

If yes, the person in charge of your group is required to read and comply with the PUMC CPP policy. An acknowledgement form must be signed annually indicating agreement to comply. (The form is found on page 2)

SIGNATURE & AGREEMENT OF RESPONSIBILITY

BY SIGNING THIS FORM, I acknowledge that I have read and agree to abide by the Building Use Policy, including the security policy on page 3 of this form, & the Child Protection Policy.

We will send a confirmation to the email address below.

Name _____ Phone (H) _____ (W) _____

Address _____

Email Address: _____

Signed _____ Date _____

* Please note - if your event changes from the original request, the church office must be notified in order to get the change included in the publications

Pender United Methodist Church Child Protection Policy and Procedures Acknowledgment By Outside Organizations

PLEASE NOTE: This form must be filled out annually. If you have already completed it one time in the current calendar year, you do not need to complete it again until your first request for next year.

This document is to be completed by Outside organizations working with Youth or children at PUMC (Boy Scouts, Girl Scouts, etc.). This form is used to ensure outside organizations understand their roles and responsibilities in providing a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Please fill out the following; sign, date, detach and return this form to indicate that you have read, understand, accept, and will comply with the Child Protection Policy and Procedures of Pender United Methodist Church (hereinafter called the Policy).

Organization: _____
 Name: _____
 Leadership Role: _____
 Address: _____

 Home Phone: _____
 Other Phone: _____

The undersigned represents and warrants the he/she is an authorized agent of the organization set forth above (hereinafter "Organization") with full power and authority to execute this agreement on behalf of the Organization. The Organization and the undersigned individually acknowledge receipt and distribution of the Policy to all attendees who work with children or youth on the premises of PUMC and are adults. In consideration of Pender furnishing or making available property (real and personal), facilities, services, resources, supplies, programs and/or equipment (hereinafter "Church Property") to the Organization, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned, individually and on behalf of the Organization, assumes all risk, responsibility and liability for any and all injuries, dangers, loss or damage of any nature whatsoever, which occur, arise from or are related to the use of Church Property by the Organization and/or failure of any attendee to fully comply with all terms and provisions of the Policy.

The undersigned, individually and on behalf of the Organization, acknowledges that he/she and all attendees who are adults who work with youth or children, have read and understand the Policy and agree at all times to abide by all terms and provisions of the Policy. In addition, neither the undersigned nor any adult (who works with youth or children) of any function held at Pender have been accused of, charged with, or participated in any activity in violation of law related to child abuse or neglect or any activity in violation of any term or provision of the Policy.

Signature: _____ Date _____

CONTRIBUTION SCHEDULE

Effective November 1, 2006

The following contribution schedule will apply to non-church groups approved for use of Pender United Methodist Church facilities and will be paid in advance. The following schedule is subject to change at any time.

Room	Suggested Contribution	Remarks
Sanctuary	\$ 400.00	
Fellowship Hall	\$ 350.00	
Custodial Fees	\$ 150.00	Each area used
Chapel	\$ 150.00	
Classrooms	\$ 50.00	Per Room
Kitchen	\$ 200.00	
Parlor	\$ 50.00	
Choir Room	\$ 100.00	
Grounds and/or Parking Events (No penetrating stakes will be used in the parking lot)	\$ 100.00	

Contributions are applicable to non-church members for private functions. Contributions shall be waived for all church sponsored activities, i.e. Boy Scouts, Girl Scouts, American Heritage Girls or other such groups.

Church Members wishing to use church facilities for private functions are requested to make a contribution.

SECURITY POLICY

The police have made us aware of several church break-ins & thefts in other churches in our area. This news has reminded us that we need to be vigilant in our security measures so that all of us who use the building and our property stay safe and secure! We need to be especially vigilant in making sure that the building stays locked, &/or the entrances monitored AT ALL TIMES.

The following is our security procedure. It's up to each group leader to make sure that it is followed.

Security is the responsibility of ALL groups using Church property. The doors must be kept locked at all times. Security shall be maintained during use (either alone or in coordination with other user groups) and when leaving the facilities.

1. Non Pender groups should post a monitor to greet their attendees at the door, let them in and give directions to the meeting rooms, restrooms, etc. Once the meeting starts and the monitor leaves the door, late arriving attendees will have to call by cell phone to someone in the group who is already here to be let in. Non Pender groups may not use the timers.
2. Pender groups must also have a monitor posted at the door but they may use the timers for 15 minutes before until 15 minutes after the scheduled start time of the event. In no case should the timers be set for more than $\frac{1}{2}$ hour.
3. The using organization/group must restrict all activities, and the presence of all group-related personnel, to those areas for which permission has been granted for the group activity, and shall direct access to such areas.
4. All using organizations/groups (Pender and Non Pender) are charged with the responsibility of closing windows; turning off lights, including those in restrooms; setting heat or air conditioning as per instructions posted at thermostats and making sure all exterior doors are locked before leaving the building - even if other groups are still in the building.
5. Leader/representatives of the using organization/group should be assigned a key card by the Church office staff which they can keep as long as the group is actively using the building. A card will be loaned to the leader of groups who are hosting 1 time, or limited time, events and must be returned shortly after use. A \$5 deposit will be charged for all card keys and will be refunded when the card is returned.

This policy will be monitored and if it is not being followed, the organization/group will lose the privilege of using this facility.