

## **RULES FOR USE OF SANCTUARY, FELLOWSHIP HALL, KITCHEN AND GROUNDS**

1. The church secretary must be contacted to schedule the date for any proposed use of church facilities.
2. All use of the church facilities for profit, business other than church related activities are subject to the fees to be negotiated by the Council.
3. No alcoholic beverages are permitted to be brought into or consumed on church grounds.
4. Smoking is prohibited inside the buildings as well as anywhere on church grounds.
5. No gambling is permitted.
6. All youth groups and other youth organizations are required to be chaperoned by no less than two (2) adults, one of whom must be 21 years of age or older. In cases of coed activities there must be a female adult and a male adult and both shall be over the age of 21.
7. Users must agree to follow Providence United Methodist Church's Safe Sanctuary Policy and acknowledge receipt of a copy of the policy.

### **HALL AND KITCHEN USE**

1. When using the hall and kitchen all activities should be confined to these areas. The basement and the sanctuary are not to be entered unless these areas are needed for the activity and have been approved in advance by the Trustees Committee.
2. All appropriate kitchen equipment is to be turned off and the kitchen cleaned in accordance with the list posted on the inside of the kitchen closet door.
3. Fryers are not allowed to be used under any circumstances unless approved by the Trustees.

### **SANCTUARY**

1. The sanctuary may be used for the purpose of weddings, funerals, family reunions and special occasions if approved in advance by the Church Secretary. The sanctuary should not be entered except under the above circumstances.
2. The sanctuary interior accordion door should be closed after use.
3. No food or drink is allowed at any time in the sanctuary.
4. Only birdseed is permitted at weddings (rice is not allowed) and only at the main steps of the sanctuary.

### **GENERAL**

1. You are responsible for the removal (from the premises) of all trash that is accumulated from use of the facilities.
2. Lights are to be turned off and heat/air conditioning settings are to be set according to directions posted at each thermostat.
3. All windows and exterior doors should be closed and locked. All keys to be returned to the individual member sponsoring the activity in the church or Secretary and or Chairperson of Trustees.
4. The facility shall be left clean as when you entered and all tables and chairs should be returned to the storage areas.
5. Fire Extinguishers are located in the kitchen by the rear door, in the fellowship hall on the column, and in the sanctuary by the main entrance door.
6. AED is located on the wall between the restrooms.
7. Maximum posted occupancy limits must be observed at all times. The maximum occupancy for the sanctuary and balcony is 153. The maximum occupancy for the balcony is 35. The maximum occupancy for the fellowship hall is 95.
8. Recurring church use will be addressed on a case by case basis.
9. Fees listed below are to be paid no later than the day of the event and made payable to: Providence United Methodist Church. Payments can be mailed to the attention of the Church Financial Secretary, 3716 Kemptown Church Road, Monrovia, MD 21770.

### **FEES**

<b>DESCRIPTION OF USE</b>	<b>ACTIVE MEMBER*</b>	<b>NON-MEMBER</b>
Sanctuary	Donation	\$350.00
Fellowship Hall (includes Pavilion)	Donation	\$250.00
Kitchen & Fellowship Hall (includes Pavilion)	Donation	\$300.00
Sanctuary, Kitchen & Fellowship Hall (includes Pavilion)	Donation	\$500.00
Custodial Service	Donation	\$ 50.00

\*Active members attend church services/activities at least twice a month.

The Pastor and Music Director should be contacted directly for their availability and fees.

Approved by Church Council April 2017