



## Long's Chapel Methodist Church Facility Use Policy

### I. Policy

A. Long's Chapel desires that our church facilities be used for the glory of God. All facility requests should further the mission of Long's Chapel Methodist Church, which is:

Long's Chapel exists to worship and serve God by reaching others and growing together as passionate followers of Jesus because all people matter to God. You matter to God! We are called to *REACH* others, *GROW* together, and *SERVE* passionately.

B. While Long's Chapel does not discriminate in the use of our facilities on the basis of race, color, sex, disability, age, ethnicity or national origin, only uses consistent with Long's Chapel's charitable and religious purposes will be considered. Each request shall be evaluated on an individual basis to ensure that the request is in agreement with the doctrine, guidelines and vision of the Long's Chapel congregation. For this reason, typically no profit-making organizations or political groups will be permitted to use Long's Chapel facilities. Groups whose purposes or beliefs are not consistent with those of Long's Chapel Methodist Church will not be permitted to use Long's Chapel facilities.

### II. Responsibilities

The Board of Trustees of Long's Chapel Methodist Church is responsible for the use and care of all church property, including church vehicles. They may assign scheduling and day-to-day responsibility for administration to staff as designated below, or as they deem appropriate.

### III. Organization/Administration

#### A. Prioritized Categories of Facility Use and Fees

Requests for use of Long's Chapel facilities will be categorized/prioritized as follows:

**(1A) Long's Chapel Church Programs and Functions.** The internal programs of the church are given the highest priority in use of the facilities. This includes worship services, Sunday school classes, Wednesday evening programs, adult, youth, children's and music ministry activities, and church committee, board, and staff meetings. No usage/custodial fees; SALT fees may apply (see fee schedule.)

**(1B) Long's Chapel Sponsored Ministries and Programs.** Programs and activities formally identified by the Long's Chapel Leadership Team as ministries or programs that Long's Chapel supports because they are consistent with the calling and core identity of this church. Examples include the Child Enrichment Center, small group Bible studies, Celebrate Recovery, Divorce Care, Grief Share, Scouts, etc. No usage/custodial fees; SALT fees may apply (see fee schedule.)

**(2) Congregant Weddings and Funeral/Memorial Services.** This level goes to celebrate the sacrament of marriage of Long’s Chapel congregants or their family members and to celebrate the lives of Long’s Chapel congregants or their family members who have preceded us in death. Fees may apply (see fee schedule.)

**Funerals:** Fees are generally collected by the funeral home and included in the total cost of the funeral. If a funeral home is not used, the presiding pastor will communicate the fee schedule during his consultation with the family. The funeral home (or pastor) is responsible for contacting the Director of Worship at Long’s Chapel for specific check payment information of participants. Please advise if financial hardship is present (participants may also waive fees.) In all other cases, fees will be paid directly to each participant.

**Weddings:** There is a separate Wedding Guidelines policy.

**(3) Congregational and Connectional events and activities and use by non-profits for religious or charitable causes.** This level is for activities of the Long’s Chapel congregation that are open to, and primarily attended by, those who attend Long’s Chapel but may also include some non-attendees; also, events sponsored by or related to non-profits whose mission clearly states religious or charitable purposes and that do not charge an admission for an event. Examples include bridal or baby showers, recitals, birthday parties, small group or class socials, school system events/meetings, district/conference workshops, classes, and dinners. Fees may apply (see fee schedule.)

**(4) Community Uses.** The last category is for requests by community groups, or other non-Long’s Chapel organizations. This category could include private family reunions, birthday parties, non-profits who are not religious or charitable in nature, and events for which an admission is charged. A paid staff member or authorized event coordinator (see fee schedule) must be on premises at all times if the event is held outside of normal office hours. Fees apply (see fee schedule.)

**FEE SCHEDULE (Facility use fee covers facility usage and custodial services)**

Room Number	Room Description	Use Fee \$\$
100	Underground	100
104, 105, 106, 107	Youth classrooms	50 (each room)
109	CEC/Youth kitchen	50
110	Youth Hall	125
143	Indoor play area*	200 (*birthday party-includes amphitheater, café area & outside playground) 125 (*non-party, if area used in conjunction with other rooms)
200	The Venue	125
206, 207, 208	Classrooms behind Venue	50 (each room)
225	Sanctuary	250
229, 233	Larger classrms-new bldg	100 (each room)
230, 232	Smaller classrms-new bldg	50 (each room)
234	Kitchen-new bldg.	125
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Room Number	Room Description	Use Fee \$\$
235	Community Room	350
Café	Café area w/sink, small refrigerator & microwave	75
Patio	Patio & covered drive-thru	100
300	Classroom above CEC kitchen	50
600	Modular w/restroom	100

**Notes:** Use fees may be adjusted due to individual needs on a case-by-case basis. When using indoor/outdoor playgrounds, an adult (age 18+) must be present either in the playground or just outside the playground door whenever children are present on the playground. No food or drinks are allowed in the indoor playground. Additionally, for birthday parties, no food or drinks are allowed outside the café area.

**B. Additional Personnel Fees are charged for the following services:**

**1. On-premises Facility Coordinator:**

Fee: \$75 first day of event. \$50 each additional day as needed.

This option is required for Category 4 & 5 events scheduled outside of regular office hours. The Facility Coordinator provides supervision over the use of the facility and provides assistance in case of emergency or other needs.

**2. Musicians:**

**a. Long's Chapel Organist or Pianist:** Fee is \$150 per event (1<sup>st</sup> day); \$100 each additional day needed

**b. Long's Chapel Soloists or Instrumentalists:** Fee is \$100 per person per event (1<sup>st</sup> day); \$75 each additional day needed

**3. Sanctuary and Community Room SALT (Sound and Light Technology) Team Members:**

NOTE: All events requiring sound/light technology must use Long's Chapel SALT personnel. SALT services are offered based on availability of SALT personnel.

Long's Chapel Community Room Technology Fees		
Category	Description	Fee
Category 1	No technology needed for event	\$ 0
Category 2	Sound engineer - sound only event	\$ 100 per event (plus \$30/hour if event exceeds 3 hours)
Category 3	Sound and Visuals engineer – Sound and visual aids needed for event (PowerPoint, special lights)	\$ 125 per event (plus \$40/hour if event exceeds 3 hours)
Category 4	Sound engineer and Visuals engineer – (two people) Sound and visual aids needed for event (PowerPoint, special lights)	\$ 200 per event (plus \$60/hour if event exceeds 3 hours) Two people

**C. Procedure for Requesting Use**

1. Complete the "Facility Use Request Form" (available in the church office or on-line at [www.longschapel.com](http://www.longschapel.com)) at least one month but not more than six months in advance of the event

and return it to the Office Manager. Dates will not be “held” pending the submission of the Facility Use Request form.

2. The request will be reviewed by the church staff at the next regularly scheduled staff meeting. If approved, a copy of the Long’s Chapel Facility Use Policy and, when appropriate, a copy of the Safe Sanctuary policy, will be sent to the group’s contact person for signature. The Facility Use Agreement must be signed, and any applicable fees paid at the time of booking an event.

#### **D. Insurance**

The church will require each community or outside organization to furnish, at time of payment of applicable fees, a certificate of comprehensive general liability insurance coverage, with a combined single limit of not less than \$500,000, naming Long’s Chapel as additional insured and listing the names of responsible parties using the church facilities.

#### **E. Guidelines Governing All Use of Facilities**

1. Use of the facility and/or all equipment will be the risk of the participant. Long’s Chapel Methodist Church does not assume liability or responsibility for any injury to a user of the facility. Long’s Chapel Methodist Church does not make any express or implied warranty on the premises, equipment, machinery, fixtures, or furniture. All injuries should be reported to the church office as soon as possible.

2. The Board of Trustees reserves the right to prohibit or terminate any activity or use that, in its discretion, it determines to be harmful, dangerous, or detrimental to the interests of Long’s Chapel. Any person or organization whose facility use request is denied may appeal that decision to the Board of Trustees, which is the final arbiter in such matters.

3. All requests for use of the church facilities must be made in writing and scheduled through the church office.

4. We expect all groups who use Long’s Chapel facilities to be sensitive to the mission of Long’s Chapel and to conduct themselves in harmony with it. Vulgar or profane language and inappropriate behavior and/or dress are not acceptable.

5. No fundraising or sales may take place on Long’s Chapel premises without the approval of the Board of Trustees. Gambling, raffles, or other games of chance are not permitted.

6. Users should be aware that worship accoutrements such as the drapes, banners, and staging will periodically change throughout the church year. Generally, the church will not consider requests to alter or change these items for a particular event. Church-owned musical instruments may only be used with the written permission of the appropriate Worship Director.

7. Alcoholic beverages and illegal drugs are not permitted on church property. Tobacco/vaping use is not permitted in any church building, in any church vehicles, or within 25 feet of any outside doors, sidewalks, patio areas or at any outdoor activity.

8. No persons except law enforcement officers may possess open-carry firearms, knives, or other weapons on Long’s Chapel premises.

9. Use of tacks, tape, nails, or staples is not permitted on church property without prior approval. Requests to post signs (including artwork) on/in any building should be directed to the Trustees who will obtain final approval from the Long's Chapel Leadership Team.
10. The use of candles or flames is prohibited except during church services. Ceremonial use of candles may be permitted on a specific occasion with the advance written approval of the Executive Director of Operations.
11. No building keys will be issued to any party other than a Long's Chapel congregant or paid staff member who must remain present throughout the duration of the event.
12. All those using the facility should leave the area(s) used (including restrooms) in the same condition as when they arrived. Tables, chairs, and other equipment should be returned to their original locations. Windows should not be opened except in an emergency; any opened windows must be closed and locked at the conclusion of the event. All trash should be removed to the dumpster behind the church, not left on floors, tables, chairs, or in trash cans. Floors should be vacuumed or swept. Personal items or other belongings should be removed.
13. Items that are movable (i.e. tables, chairs, coffee pots, etc.) may not be removed from the premises without the approval of the Board of Trustees.
14. All lights should be turned off and, where applicable, doors locked when use is concluded.
15. Evening events must conclude by 9:00 pm weeknights and by 7:00 pm on Saturday nights to allow our custodial crew to perform their work, unless otherwise approved by the Executive Director of Operations.
16. Users are responsible for any loss or damage to church property or facilities that occur during the time they are using the facilities. Damage to buildings or equipment should be reported to the Executive Director of Operations as soon as possible.
17. Individuals or groups using Long's Chapel facilities shall ensure that all attendees remain ONLY in the approved locations of the facility and shall only gain entry to the facility during the pre-approved time period(s).
18. Free play for children/youth in any of the Long's Chapel playgrounds requires continuous adult supervision (age 18+) and must not interfere with the normal operations of the Child Enrichment Center.
19. Food preparation and service (or catering) is solely the responsibility of the party reserving the facilities.
20. All church-owned sound, theatrical lighting, or projection equipment must be operated by Long's Chapel S.A.L.T. (Sound and Light Technology) technicians (see S.A.L.T. fee schedule). Special equipment brought in for the event must be approved by the appropriate Worship Director.

*Revision Date: August 30, 2021*  
*Adopted by the Trustees, September 2, 2021*