



## CITY ROAD CHAPEL UMC

### Building Use Policy

Revised April 2026

#### A. Statement of Purpose

*The facilities of City Road Chapel United Methodist Church (CRCUMC) are a gift of God, made possible through the gifts and work of our forebears. As stewards of this gift, we work to ensure that these facilities are a blessing to the world as well as maintained for the use of all God's children. We strive to create a hospitable environment while acknowledging that our first work is not that of maintaining facilities or renting our building. Our first work is to offer the love of God as best we can, and we pray that our facilities can be one way that God's love is known in Madison.*

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#### B. General Policies

##### Prohibited Items and Activities

- No smoking is allowed in the building and only in designated outdoor areas.
- No alcoholic beverages, controlled substances, or weapons are allowed on church property.
- No skateboards, rollerblades, or similar items are allowed to be used on the premises.
- Children must be supervised at all times and must remain in the designated event area.
- Playground use is limited to church programs; guests and outside users are not permitted.

##### Safety and Supervision

- All organizations agree to abide by the CRCUMC *Safe Sanctuaries Policy* to ensure the safety of children.
- The church custodian **MUST** be used for all non-church sanctioned events in the building, unless a waiver is given by the pastor and/or the chairperson of the Board of Trustees.
- All non-church sanctioned events must have a church-approved event host unless a waiver is given by the pastor and/or the chairperson of the Board of Trustees.

##### Liability and Facility Access

- The security deposit **SHALL** be paid prior to confirming the event date.
- The City Road Chapel United Methodist Church and its members are not liable for any theft or loss during events.
- Heating and cooling adjustments shall be done by authorized personnel only.
- Hours of operation are limited to times when building supervision is available.
- Facilities are unavailable during Sunday School and Worship Service hours.

##### Eligibility for Use

- "For-Profit" entities are not eligible to use CRCUMC facilities except in special cases where their work extends the ministry of the church. These requests must be approved in advance by the Senior Pastor and the Chairperson of the Board of Trustees.
- No group or organization whose mission or goals conflict with the mission of the church or *The United Methodist Book of Discipline* may use the building.
- All outside organizations or vendors must provide proof of general liability insurance naming City Road Chapel United Methodist Church as an additional insured.

## C. Facility Guidelines

### Sanctuary

- No food or drink is allowed in the sanctuary area without approval from the pastor or event supervisor.
- Sanctuary furnishings (pulpit, altar table, choir chairs, baptismal font) may not be moved without approval.
- The carpet must be protected under all candelabras.
- No staples, nails, or permanent attaching devices may be used to decorate the sanctuary.

### Fellowship Center and Kitchen

- All groups and organizations using these facilities are responsible for their own setup and takedown of tables and chairs.
- The Fellowship Center shall be reset to the original configuration, and extra tables and chairs shall be returned to their storage racks.
- Tables and chairs should be wiped clean after use.
- No furnishings or equipment may be moved without the consent of the pastor or event coordinator.
- All food and containers must be removed after the event.
- Counters, sinks, and appliances should be cleaned.
- Trash should be bagged and ready for removal.
- All dishes should be washed and put away.
- All appliances should be checked to ensure they are turned off.

### Walking Track

- May not be used unless booked separately.
- Absolutely nothing may be thrown from the track to the Fellowship Center floor.
- Slower walkers/joggers should stay to the inside lane.
- No gym equipment, including balls, is allowed on the track.
- Do not lean over or sit on the safety rail.
- Children under 12 are not allowed on the track without adult supervision.

### Building Entrances and Exits

- Rice and/or birdseed are not allowed for wedding exits. Bubbles are acceptable outside the church doors.
- A wheelchair ramp is available to the side of the main entrance doors.
- Smoking is not permitted near the entrance doors. Please direct your guests to use designated smoking areas.

## D. Event Personnel

A church-approved custodian and event host are **required** for all events. Those using the building are responsible for covering the associated personnel fees.

If the church sound system or projectors will be used, an audio/visual technician must also be scheduled. Any requests to waive these fees must be submitted in writing and approved by the pastor and/or the Chairperson of the Board of Trustees. If approved, the church will assume responsibility for the cost.

### **Custodian Responsibilities:**

- Cleaning and vacuuming the sanctuary after weddings or services.
- Sweeping and mopping lobbies as needed.
- Cleaning and vacuuming the Fellowship Center and mopping the kitchen floors as needed.
- Emptying all trash cans and placing trash in the dumpster.
- Cleaning bathrooms and ensuring they are properly stocked.

### **Custodian Is Not Responsible For:**

- Operation or setup of any sound or video equipment.
- Setup and takedown of tables and chairs.

### **Event Host:**

The event host serves as the church's on-site representative, opening the building and making sure everything is ready for the service or gathering - including tasks such as turning on lights and preparing the space. During the event, they help ensure that church guidelines are followed and that everything runs smoothly. Afterward, the host is responsible for securing the building, turning off lights, and making sure the church is properly closed. In most cases, if an audio/video tech is required, they can also perform the duties of the event host.

### **Audio/Video Technician:**

The Audio/Visual Technician is responsible for operating the building's sound system and PA, as well as managing the church projectors and any event presentations. A television with a DVD player or thumb drive can be provided for use outside of the sanctuary during events. If church audio or video equipment is used for any event, a technician is required. During events, the technician will set up and operate audio/visual equipment as needed. \*Please note that the Audio/Visual Technician does not create presentations or provide music; event coordinators are responsible for supplying all presentations, audio files, and photos. If assistance is needed to create a simple presentation with music and up to five photos, this service is available for a fee of \$50. All music and photo files must be submitted at least 24 hours prior to the event.

## **E. Financial Responsibilities and Fees**

1. All fees are due prior to confirming the event on the church schedule.
2. For this policy, "members" include all persons who regularly attend worship at City Road Chapel UMC, and their children and grandchildren.
3. While use of facilities is free for members, donations to offset expenses are appreciated.

### **Security Deposits:**

- Members: \$50.00
- Non-members: \$300.00

Deposits will be refunded after the event if all is in order. The deposit must be paid before event confirmation unless waived by the Senior Pastor and/or Chair of Trustees.

### **Cancellation Fee:**

- A \$50 fee applies to events cancelled within 24 hours prior to the event. Exceptions may be made for severe weather or unforeseen circumstances.

## F. Building Use Fees

Category	Members	Non-Members
Sanctuary	\$50	\$500
Fellowship Hall / Gym	Free	\$250
Kitchen (add-on only)	Free	\$125
Welcome Center	Free	\$100
Library / Other Spaces	Free	\$100

## G. Personnel Fees

Role	Fee
Custodian	\$150 per event
CRC Event Host	\$25 per hour
Audio/Video Technician	\$35 per hour

**Reservations:** Request online at [cityroadchapel.org/facility-request-form-page](http://cityroadchapel.org/facility-request-form-page) or call **(615) 868-1673**.  
Approval by the Pastor or Trustees Chair required; confirmation follows receipt of forms, fees, and documentation.

**Approved by:** Board of Trustees **Effective:** \_\_\_\_\_ **Reviewed:** \_\_\_\_\_