

# Ashton United Methodist Church

## Guidelines for Use of Church Facilities

The facilities of Ashton United Methodist Church are available to the community for a variety of social, civic and educational events. Priority shall be given to the following purposes in order when providing for the use of AUMC facilities

1. Spiritual: Use of the facility for spiritual purposes by AUMC shall be given the highest priority and takes precedence over all other uses. Spiritual use by other groups shall be set by consultation between the trustees and the AUMC pastor.
2. Charitable: Use by non-profit charitable organizations providing service to the community has the next priority.
3. Educational and Civic: Groups that support educational and other civic interest are welcome and will be given the third priority.
4. Special use: Use of space for other social activities may be allowed at the discretion of the trustees.
5. Commercial: Commercial use of the building will take last priority and will be at the discretion of the trustees.

## ASHTON UNITED METHODIST CHURCH

### BUILDING USE AGREEMENT

All Building Use held under the Montgomery County, Maryland Fire Department Laws and Regulations, with no exceptions. No Smoking permitted on premises

1. The sanctuary is a place of worship and shall be treated as such. Speech and personal actions shall reflect that you are in the Lord's House. Use of the sanctuary by outside groups for anything other than worship, funeral, and weddings will be permitted only after the approval of the trustees in consultation with the designated point of contact person at the church.
2. Groups obtaining permission for use of specific rooms shall restrict their activities to those rooms and the nearest hallway and restrooms. Organizational leaders using any portion of the facilities shall not allow guests to roam freely outside of the immediate area. Adults shall supervise children and all youth organizations utilizing the Church facilities at all times.
3. All persons using the facilities shall adhere to our policy of no smoking, no alcohol and no non-pharmaceutical drugs on the property. This included the building, parking lot and grounds.
4. Fees for use and security deposit must be paid with the application. If the application is denied the fee will be returned in full. The security deposit will be returned following the rental when it is determined that the facility has been returned to its original condition, less any outstanding balances owed. The deposit will be refunded if the trustees receive a written notice of cancellation at least 30 days before the expected rental date. Additional charge if set-up is necessary the night before event.
5. All food and beverage serviced must come from approved vendors. No home prepared or non-health department approved food products are permitted. All caterers must show their Montgomery County Food Service & Handlers License and Certificate of Insurance before this Agreement is signed. Caterers must remain on-site for the duration of specific event. Kitchen must be returned to its original condition before leaving facility. The user will provide heavy plastic trash bags for trash removal and trash must be placed in outside dumpster.
6. Additional charge to be paid if the custodian is needed to restore facilities back to its original condition.
7. Any use of the kitchen beyond simple clean up must be arranged in advance with the Kitchen Committee and/or Trustees at the time of the room request.
8. NO use of the electrical equipment, stoves/ovens, dishwasher, dishes, utensils, pots, pans or food preparation equipment is permitted without specific instruction from the church community.
9. Pianos and the sanctuary organ shall not be used without specific permission and notation on the contract. A request for use must be part of the original facility request.

10. Any decorations must be approved and shall not be attached to the ceiling. Approved wall decorations must be installed in a manner that will not leave any damage and be removed following the event. No tape, nails, staples or screws may be used on the floor, walls or ceiling.
11. All deliveries prior to the event must be prearranged with AUMC.
12. Globes or other covers must protect table candles. No candles are permitted in the windows, hallways or lobby areas.
13. Rice, birdseed, confetti, flower petals and glitter are prohibited on the premises.
14. All events are to be completed by the scheduled conclusion time. Overtime fees will be charged by AUMC if event runs later or hours extended (\$200.00 per additional hour or a fraction thereof).
15. All groups using the facility shall pay for a representative of the church to open the facility, be present during the activity, and close the church. (See list of room rental fees for details)
16. It is expected that the building and grounds will be left in the same condition in which they were found, including replacement of any furnishings (tables, chairs, etc). If the room/rooms are not returned to the original condition some or all of the security deposit will be kept. Any damage must be reported to the church representative immediately or the security deposit will be retained.
17. Groups renting the Church must adhere to the playground rules. The playground is for use by children 10 years old and younger and only under the direct supervision of an adult. The sandbox must be covered and staked down after use.
18. Ashton UMC does not accept liability or responsibility for personal injury, disability, or property losses incurred during the use of Church facilities. The signatory and/or organization agree to indemnify and hold harmless Ashton United Methodist Church, its Trustees and any representatives of the Church.

*I have read and understand the Guidelines and Building Use Agreement of Ashton United Methodist Church. I agree to adhere to these Guidelines and Building Use Agreement.*

\_\_\_\_\_  
Signature of Group Representative

\_\_\_\_\_  
Date

*Please return a signed copy along with the contract to:*  
Ashton United Methodist Church Trustees  
17314 New Hampshire Ave.  
Ashton, MD 20861