

Dumbarton Church

Building Use Policy



Our mission:

Dumbarton United Methodist Church (DUMC) envisions the use of church facilities and equipment, when available, as a mission of service to our neighborhood and the extended community of Metropolitan Washington, D.C. and the wider world.

Authorities:

The United Methodist Church Book of Discipline gives the pastor of every congregation authority over the use of church buildings, grounds and other facilities. At Dumbarton United Methodist Church, the review and approval of requests from outside organizations to use DUMC facilities is delegated to a the Trustees. Decisions of this group are subject to the review of the Pastor. DUMC and its authorities reserve the right to disapprove any application for use without comment.

DUMC's decisions shall be guided by the following considerations and restrictions:

Priority of use:

Priority of use of DUMC facilities shall be given to church functions and to DUMC mission groups, committees, task forces, working groups, education classes or other established program groups for their programs and activities. Events sponsored by the Baltimore-Washington Conference also have priority should the conference wish to hold an event in the Dumbarton facilities.

DUMC mission or program relevance:

As a general rule, any outside organization applying for use of DUMC facilities must either have a role or function related to a DUMC mission or program OR the mission, focus, and/or merits of the program and the outside group requesting the use of space must be consistent with the mission and values of Dumbarton Church.

Application required:

Every applicant for the use of DUMC facilities shall complete an application form providing detailed information about the organization and responding to questions regarding the nature and purpose of the event, including but not limited to program schedule and content, principal organizers, what space is requested, number of participants expected, whether food will be served, whether an admission fee will be charged or goods or services sold during the event, plans for security if needed, and equipment requirements.

Building Use Agreement required:

Every organization approved to use DUMC’s facilities is required to sign a Building Use Agreement. This agreement will provide that the user:

- a. Agrees to abide by the terms and conditions of this policy;
- b. Promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000.
- c. Will provide to DUMC a certificate of insurance at least seven days prior to the date upon which the organization intends to use DUMC’s facilities. This certificate of insurance will indicate that the organization has made DUMC an “additional insured” on the organization’s insurance policy with respect to the use of DUMC facilities.
- d. Will hold harmless, indemnify and defend DUMC, including DUMC’s agents, employees and representatives, from any and all liability for injury or damage resulting from the use of DUMC’s facilities and/or grounds, regardless of whether such injury or damage results from the negligence of DUMC (including DUMC’s agents, employees or representatives) or otherwise.

In the case of organizations sponsored by a DUMC mission group, committee, issues working group, or other established program group of the Dumbarton congregation, the Trustees, at its sole discretion, may waive the insurance warranty and insurance certificate requirements (items b and c above). “Sponsorship” is defined as 1) attaching the name of the group to the event (for internal Dumbarton purposes) and, as/if determined necessary by the Trustees, 2) being present at the event, 3) giving a welcome to the event and 4) providing volunteers for support at the event such as traffic flow, hospitality etc.

Prohibited substances and activities:

Bringing, using or distributing tobacco products or illegal substances on the premises, within the building or on the grounds of DUMC is expressly prohibited. Using tobacco products within the DUMC buildings is expressly prohibited. Bringing on the premises, within the buildings or on the grounds anything that may endanger those in attendance or the facilities, equipment or grounds is expressly prohibited. Disruptive, rowdy or dangerous behavior is prohibited at all times.

Outside groups applying for use of the sanctuary which involves set-up of sound, lighting or other equipment will restrict their set-up to 1:00 PM or later on Sunday afternoons. No advance set-up of equipment for a Sunday event is permitted.

No food or drink allowed in sanctuary.

No moving of sanctuary pews, pulpit, pianos, or worship decorations UNLESS approved prior to the event AND moving is supervised by Dumbarton Staff or retained Dumbarton Church Building Use Coordinator. Any request for sanctuary re-arrangement or temporary removal of church decorations must be submitted not less than 3 weeks prior to the function, and be approved in advance by the Pastor and/or Worship Committee

Sanctuary Sound system may only be used by prior arrangement, to include arranging for a DUMC-trained technician to run the system for the event

DUMC event staffing requirements:

Outside groups applying for use of DUMC space may be required to either
1) Identify a Dumbarton member willing to be the on-site building host; OR
2) Retain a Building Use Coordinator for the event, selected from individuals authorized by the Church. (*Required if pews are to be moved.*) Building Use Coordinator will be on site to receive deliveries, supervise decorating and/or rearrangement of furniture, unlock building, be on site through the event, secure the building when the event is over, and turn heat, lights, fans on and off as needed. Building Use Coordinator fee is \$35/hour, minimum 3 hours.

Other BUILDING USE Guidelines:

1. If you moved it or used it – put it back where you found it. (*Tables, chairs, fans, hymnals, -anything.*)
2. Pick up after your group. Bag all trash in plastic bags, tie bags securely, and take them through the kitchen door, down the alley to the back of the church, and place in trash dumpsters.
3. Following the event: turn off all electrical appliances, close and lock all windows and doors; turn off all inside lights (*except security lights*).
4. Following the event, please notify the church office of any situation that needs attention.