

BUILDING USE POLICY

Bethany United Methodist Church
PO Box 527 (Physical address 1860 Hayes Road)
Gloucester Point, VA 23062
Rev. February 1, 2025

GENERAL

It is the desire of the church that its buildings and facilities be utilized as fully as possible in a responsible manner for ministry to the community. While utilization for church functions and meetings take priority, requests for facility usage from members and nonmembers representing non-profit groups whose mission is consistent with those of the United Methodist Church will be considered on a case-by-case basis. Requests from for-profit groups or for fundraising are not normally allowed. Requests for use should be made as early as possible, preferably 2 weeks prior to the date the building is needed. The Building Use Request Form is in Appendix I.

Requests are first screened by the Church Office Administrator. Renewal Building Use Requests from civic groups that have routinely used the church facilities in the past are then forwarded to the Bethany Lay Leader for approval/disapproval of renewal request. New requests from civic groups that have not used the facilities in the past are forwarded to the Pastor, Lay Leader, Chair of Trustees, and Chair of Administrative Council for consideration. For single use or occasional use, the Pastor, Lay Leader, Chair of Trustees, and Chair of Administrative Council are authorized to approve or disapprove the request by majority vote. A split decision will cause the request to be delayed until it can be brought up for approval or disapproval by the Administrative Council. Note that new requests for continuous use may be required to be approved by the Administrative Council. The Church Office Administrator will notify the requesting group/person of the decision or the date of the Administrative Council meeting when the decision on the request will be finalized. The Church Office Administrator will report new requests (both approved and disapproved) at Administrative Council meetings.

The schedule of events by locations and dates will be maintained by the Church Office Administrator on the church calendar as posted on the church web site. All regularly scheduled events of any church organization can be put on the calendar at the beginning of the year (i.e., United Methodist Men, Joy and Naomi Cuircles, UMYF, Finance, Administrative Council, Trustees, etc.). All church organizations and individuals should submit their requests to the Church Office Administrator using the Building Use Request Form in Appendix I. Should there be an emergency such as a funeral, it is expected that those scheduled to use the facility would reschedule, if at all possible, to accommodate the funeral request.

CARE OF THE PROPERTY

Only the church area(s) approved may be used. All organizations and individuals, either church member or non-member, shall assume the responsibility for proper care and use of the property and facilities. No food or beverages shall be brought into the church sanctuary or Mary Lotsey Class. Alcoholic beverages are not allowed in the church facilities or on church grounds. Smoking is not allowed in the church facilities or on church grounds within 25 ft of entrances. Those smoking are responsible for removing all cigarette butts from church property. Thumbtacks or tape should not be used to mount signs anywhere in the church except bulletin boards. Instead, easels should be used if signs are necessary. The church has several easels that may be used, but they must be returned to the Narthex closet immediately after use.

DONATIONS

Bethany United Methodist Church facilities are available free of charge to Bethany Church organizations and Bethany church-sponsored organizations. Non-member sponsored non-profit groups are not charged a fee, but love offering donations to defray costs of maintenance, utilities, and repairs are gratefully accepted. Wedding fees for members (custodial fees only) and non-members are listed in Appendix II.

INSTRUCTIONS TO BUILDING USERS

Keys: The key for the building may be obtained from the Church Office Administrator (9 a.m. to 12 p.m. and 1 to 3 p.m. Monday through Friday). Please call the church office at 804-642-2110 or email admin@bethanyumc-gp.org to set up a time for key pickup. To maintain an accurate inventory and adequate supply of keys, a key sign out form must be completed for each key borrowed, with the key return noted accordingly. The key should be returned during business hours to the Church Office Administrator within 24 hours.

Building Security: The last group/person to leave the building is responsible for checking restrooms, turning off all lights, resetting thermostats to 76° F summer and 68° F winter, turning off all kitchen appliances, and making sure that all outside doors are locked.

Housekeeping: Leave the room(s) in at least as good a condition as when you arrived. Extra tables and chairs may be used but should be returned to their original locations after use. Each user group is responsible for their own room(s) set-up. Only the rooms requested, and the restrooms, may be used. No church owned equipment is to be removed from the building except for valid off-site church functions, and/or with consent of the Trustees Chair

Damages: Any damages to the building or equipment, or any loss of items and equipment, are to be reimbursed.

INSURANCE

If the request is for recurrent use (such as once a month), nonprofit community groups may be required to provide a certificate of insurance naming Bethany UMC as additional insured and listing the names of responsible parties using the church facilities. Nonprofit community groups that regularly have used the church on a periodic basis in the past are generally exempt from this requirement.

SIGNS ON LAWN

Political signs are not allowed. Normally, only church-related signs are permitted (such as for Bethany Music Camp or Vacation Bible School). However, temporary signs to advertise community events held at the church such as a Red Cross blood drive or Bethany GUEST homeless shelter are allowed, but such signs should be removed at the conclusion of the event.

WARREN BELVIN FELLOWSHIP HALL

Groups using the Fellowship Hall that also wish to use the kitchen to serve refreshments or meals must also request the use of the kitchen. The Gloucester County Building and Fire Code limits the seating capacity to 160 people in the Fellowship Hall. The person making the application will be responsible for returning furniture and equipment to their previous locations immediately following the end of the function unless preparing for a second event. An approved layout/diagram can be found on the bulletin board next to the fellowship hall entrance and in the Building Use Request form in Appendix I. If the movable wall partitions need to be taken down, put up, or moved in any way, a designated, trained member of the church MUST perform the service. Under no circumstances is anyone else to move the partitions.

KITCHEN

Each person/group using the kitchen is responsible for cleaning the kitchen. Please wash, dry, and return all dishes and equipment to the proper place. If any questions on proper return locations of kitchen items, please call the Church Office Administrator at 804-642-2110 during office hours to be directed to someone who can verify the locations where items are to be returned. Do not leave any food or drink in the refrigerator or kitchen after a function unless the recipient of the food is clearly marked with name and date of pickup. All leftover food and drink should be picked up within 2 days of the event or it will be removed. All garbage should be removed from the premises and deposited in the dumpster in the rear parking lot. If the dumpster is nearly full, the using group must take the garbage to one of the Gloucester County Convenience Centers for disposal. No dishes, silverware, coffee maker, pots and pans are to be removed from the building except for an off-site church function. The removed items are to be returned the next day. Kitchen Towels should be washed and dried at home after use and returned the next day.

Non-Bethany groups must provide their own disposable kitchen supplies (such as table covers, plates, silverware, napkins, coffee, cups, sugar, etc.).

EDUCATION WING

The Educational Building consists of classrooms from double doors to double doors. A mop and bucket to clean spills are located in the janitorial closet in the middle of the hallway. Toilet plungers in each Education Wing restroom are to be used if the toilet becomes clogged. Please immediately turn off the water supply valve to any toilet that is running and may overflow. Place an "Out of Order" sign on the stall and immediately call the Church Office Administrator or designated Trustees contact person if the toilet(s) remain clogged.

SANCTUARY

Except for special church-sponsored events such as Vacation Bible School presentations or concerts, no decorations are to be placed on the altar other than the cross, candles, and live flowers in the altar vases. Every precaution should be taken by the florist to prevent damage to the carpet, particularly when setting potted palms or plants on the carpet. For weddings, the bridal party is responsible for making sure the florist places something under containers to prevent dampness stains on the carpet. Lighted candles may be used but precautions should be taken to prevent candle wax from dripping on the carpet.

WEDDINGS

Please see Appendix II for Wedding Policy and Building Use.

FUNERALS

Before making any definite plans, the Pastor and Church Office Administrator must be contacted for scheduling. Once scheduled, the Pastor will discuss with the family what kind of service is desired. There are no fees for church members except for possible Pastor and/or organist fees. A silk pall (casket drape) is located in the sacristy closet. No rental is required, but it is expected that the family would pay to have it cleaned after usage. Memorial gifts will be acknowledged by the church, and names of donors will be given to the family.

APPENDIX I
Building Use Request

BUILDING USE FORM

OFFICE USE ONLY:

Group: _____

Event: _____

Date: _____

☐ MEMBER ☐ NON-MEMBER

EVENT/MEETING INFORMATION

EVENT/MEETING: _____ # OF ATTENDEES _____

DATE: _____ EVENT TIME: _____ SETUP TIME: _____

CONTACT NAME/PHONE: _____ EMAIL: _____

EVENT RECURS: ☐ WEEKLY ☐ MONTHLY ☐ QUARTERLY ☐ OTHER _____

Non-Bethany groups must provide their own disposable kitchen supplies (such as table covers, plates, silverware, napkins, coffee, cups, sugar, etc.).

FACILITIES REQUESTED (check all that apply)

- | | | |
|---|----------------------------------|------------------------------------|
| <input type="checkbox"/> FELLOWSHIP HALL | <input type="checkbox"/> KITCHEN | <input type="checkbox"/> SANCTUARY |
| <input type="checkbox"/> FAITH CLASS | | |
| <input type="checkbox"/> FRIENDSHIP CLASS | | |
| <input type="checkbox"/> GAP CLASS | | |
| <input type="checkbox"/> JOURNEY CLASS | | |
| <input type="checkbox"/> LACEY MARTIN CLASS | | |
| <input type="checkbox"/> MARY LOTSEY CLASS | | |
| <input type="checkbox"/> TBD CLASS | | |
| <input type="checkbox"/> OTHER _____ | | |

Fellowship Hall MUST be reset per chart on reverse.

COMMENTS

ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the approved layout of the Fellowship Hall and agrees to leave all rooms and property as found prior to the event. If the Fellowship Hall is requested, the applicant agrees to return the Fellowship Hall to the approved layout upon the conclusion of the event unless preparing for a second event.

By: _____ Date Submitted: _____

CHURCH OFFICE USE ONLY:

Revised 01/31/25

APPROVED: _____ DATE: _____

3 tables, 10 chairs (permanent room)

Faith Class

TABLE
TABLE
TABLE

Warren Belvin Fellowship Hall

Set-up diagram

3 tables, 10 chairs (permanent room)

TBD Class

TABLE
TABLE
TABLE



2 tables against the wall between the kitchen doors

TABLE	TABLE
-------	-------

VERY IMPORTANT:

KEEP THIS PAGE FOR YOUR INFORMATION

- Please make sure that tables and chairs allow clearance for partitions—use overhead tracks as guide. DO NOT attempt to move the partitions.
- Unless otherwise approved or setting up for a subsequent event, the fellowship hall **MUST** be re-set according to this diagram, once your event is complete. Contact the Church Office Administrator (804-642-2110) for any questions on set-up. Please report any damage or problems immediately to 804-642-2110.
- Nothing is to be placed on walls or hung from ceiling! No thumbtacks or tape are to be used. Use easels to display posters, etc.
- Remove *all* decorations and dispose of all trash.
- **WHEN LEAVING, RETURN THERMOSTAT SETTINGS AS POSTED (68° F winter; 76° F summer) AND LOCK ALL DOORS**

BUILDING USE POLICY NOTES, DONATION/FEE INFORMATION

- a. All fees and deposit, if applicable, **MUST** be PAID IN FULL four (4) weeks prior to event date.
- b. Alcoholic beverages are NOT permitted in any part of the facility OR on church property.
- c. Smoking is NOT permitted inside the church facility or within 25 feet of any entrance. Those smoking are responsible for removing all cigarette butts from church property.
- d. The seating capacity for the Sanctuary is 300 (including narthex and choir loft); The Fellowship Hall capacity is 160.
- e. Facilities should be returned to pre-use set-up, unless otherwise approved or preparing for a subsequent event – see diagram next to fellowship hall entrance.
- f. The custodian must be used for all weddings in the Sanctuary and if the Fellowship Hall is used for the reception. The custodian fee must be paid one week prior to the event. Checks are to be made payable to the current church custodian and left with the Church Office Administrator.
- g. Donations are gratefully accepted to help defray costs of operation and maintenance.
- h. For non-members a \$100 deposit must accompany the request form for weddings.
- i. ALL facility use requests **MUST** be coordinated and approved, in advance, with the Church Office Administrator.

DONATION/FEE INFORMATION

For BUMC Members No fees or deposit required except for wedding and funerals.

For Civic/Service Organizations (whose missions are compatible with those of the church) No fees or deposit required.

For Non-Member Wedding

Sanctuary	Fellowship Hall	Kitchen	Educational Building	Deposit
\$400 Check payable to Bethany UMC \$100 Custodian Fee	\$200 fee Check payable to Bethany UMC \$100 Custodian Fee	\$150 Only if caterer will be using stove to prepare food in kitchen	\$150 Fee Check payable to Bethany UMC	\$100

-- FOR BUMC CHURCH USE ONLY --

NAME/POSITION	DATE	APPROVED (Y/N)	DISAPPROVED (Y/N)	FEES WAIVED (Y/N)	NOTES
Office Admin (for calendar coordination)					
Pastor					
Admin Board Chairman					
Trustee Chairman					

Fees Collected: Deposit _____ Custodian Fee _____ **TOTAL** _____ Date & Initials _____

APPENDIX II

Guidelines for the Service of Marriage



Bethany United Methodist Church
1860 Hayes Road P.O. Box 527
Gloucester Point, Virginia 23062
Office: (804) 642-2110

Pastor: PASTOR@bethanyumc-gp.org Church Office: ADMIN@bethanyumc-gp.org

Bethany Church blesses you in your marriage. We are pleased you have selected our church for your special ceremony. It is in this spirit that we provide these guidelines, so that your wedding will be a special, memorable event.

1. The Pastor of Bethany UMC oversees and approves or disapproves all worship services, including weddings and must agree to any changes requested. If a Pastor other than Bethany's Pastor is desired (either to conduct the service or assist), the guest Pastor must be invited by Bethany's Pastor.
2. It is preferred that the services of our organist (pianist) be utilized. However, if an organist (pianist) other than Bethany's is desired, the guest organist (pianist) must contact our organist through the Church Office Administrator (804-642-2110) for permission, especially if the organ is requested.
3. Rehearsal of vocal music should be arranged for a time other than that set aside for the wedding rehearsal.
4. All members of the wedding party, including the parents, should be present at the rehearsal.
5. Only live floral arrangements may be used within the chancel area.
6. Candelabras must be rented from a florist; however, the church has a unity candle holder which may be used. Pieces of red carpet, if available, should be placed under the candelabras if real candles are used.
7. Flash photography **IS NOT** permitted during the wedding. A stationary video camera on a tripod may be used in the choir loft during the service.
8. All music should be in keeping with Christian values. Secular music with tasteful lyrics is allowed. Music must be discussed with the organist and Pastor.
9. A white aisle runner may be rented from a florist.
10. Throwing rice, birdseed, etc., **is not permitted** anywhere on church property.
11. Alcoholic beverages **are not** permitted on church property. Smoking is **only** allowed outside twenty-five feet from building entrances. Those smoking are responsible for removing their cigarette butts from church property.

12. Flowers and candelabras must not hide the altar. Floral arrangements should be no taller than the height of the cross.
13. Nothing should be moved or removed from the chancel area without express permission from the Pastor. When attaching greenery, care should be taken to protect walls and furnishings. Use ribbons rather than thumbtacks or tape. **(Members of the wedding party are responsible for any/all damage to the church building, its furnishings, or equipment.)**
14. The bridal couple is responsible to communicate these policies to the wedding party, the mistress of ceremony or wedding consultant, florist, photographer, soloist, and guests.
15. The bridal couple is responsible to clearly communicate the time of wedding rehearsal to all members of the wedding party. A prompt beginning will expedite the rehearsal.
16. The bride and mistress of ceremony **must** meet with the wedding hostess and Pastor before wedding arrangements are finalized.
17. The bridal couple is responsible for providing the bulletin for their ceremony.
18. The custodian services used by Bethany **must** be employed for ALL weddings when the Sanctuary is used. Even though the custodian is responsible for cleaning the Sanctuary following the wedding, the bridal party is expected to leave the facilities in reasonably clean condition. A very messy sanctuary may lead to the assessment of an additional cleanup fee.

WEDDING AGREEMENT AND INFORMATION FORM

Bethany United Methodist Church

Both bride and groom must read and sign the agreement. Your wedding date will be considered tentative until the church office receives your signed agreement and deposit, if applicable.

We have read the "Guidelines for the Service of Marriage" at Bethany United Methodist Church.

We agree to abide by these guidelines. We also agree to receive appropriate premarital counseling as arranged with the Pastor.

Today's Date: _____

Bride's Signature: _____

Groom's Signature: _____

Bride's Full Name: _____ Age: _____

Mailing Address: _____

Telephone: H) _____ O) _____ C) _____

Email: _____

Groom's Full Name: _____ Age: _____

Mailing Address: _____

Telephone: H) _____ O) _____ C) _____

Email: _____

Wedding Date: _____ Time: _____

We request the following: *(check all that apply)*

____ Use of the Sanctuary

____ Use of Fellowship Hall

____ for rehearsal dinner

____ for reception

____ Use of kitchen

____ for rehearsal dinner

____ for reception

____ Use of wedding kneeler

____ Use of unity candle holder

____ Use of Sound System

____ Use of Media System (Bethany Media Team must be available to operate)

Expected Attendance: _____

(Maximum seating capacity: Fellowship Hall – 160; Sanctuary – 250 to 300)

Date of Rehearsal: _____ Time: _____

Number of Attendants: Female _____ Male _____ Ring Bearer _____ Flower Girl _____

Mistress of Ceremony Name/Phone/Email: _____

Florist: _____

NOTE: ***only live flowers are permitted within chancel***

Photographer Name: _____ Phone: _____

Videographer Name: _____ Phone: _____

Clean-up contact person Name/Phone/Email:

Will the Wedding Party Dress at Church? Yes _____ No _____

Location of Wedding Reception: _____

Best Man: _____

Maid of Honor: _____

Person giving the Bride away: _____

Relationship to Bride: _____

Mistress of Ceremony: _____ Phone: H) _____ C) _____

Officiating Pastor: _____

Organist: _____

Will there be Vocal Selections? YES _____ NO _____ If so, how many? _____

CHURCH STAFF

Pastor: (804) 642-2110

The Pastor approves or disapproves all wedding services. He provides ministerial services associated with the Service of Marriage which includes at least two pre-marriage counseling sessions, wedding rehearsal, preparation and conduct of the service wedding ceremony.

Pastor's Fee: To be determined by Pastor

Organist/Pianist: (Please contact through the Church Office Administrator at 804-642-2110)

The organist provides appropriate music for the wedding rehearsal and wedding ceremony. Services include meeting with the bridal couple (or a representative) to select music and rehearsing with the soloist.

Organist/Pianist Fee: Subject to the degree of complexity of the service

Church Office Administrator: (804) 642-2110

The Church Office Administrator will schedule tentative dates for the wedding rehearsal, wedding ceremony, reception, and set-up times. In addition, a meeting which includes the bride, mistress of ceremony, the wedding hostess, and Pastor is required **before** wedding arrangements are finalized.

Wedding Hostess: (Please contact through the Church Office Administrator at 804-642-2110)

The wedding hostess serves as a liaison between the bridal couple and the church to ensure a smooth service. Initially she will meet with the bride and mistress of ceremonies as well as being present at the wedding rehearsal and at the wedding ceremony. She will review church facilities and guidelines with bride and mistress of ceremonies.

If the bridal couple has selected their own wedding coordinator, Bethany's Wedding Hostess will open and close the church and help as needed. There is no fee.

FACILITY USE FEES

(Fees subject to change)

Members of Bethany UMC - no deposit or facility use fee (custodian fee of \$100 for sanctuary and \$100 for Fellowship Hall, if used, must be paid.)

Non-members deposit: \$100.00 (must accompany the Signed Request Form)

Custodian Fee for use of Sanctuary and/or Fellowship Hall: \$100 each (Please contact through Church Office Administrator 804-642-2110)

Sanctuary: \$400

Fellowship Hall: \$200

Kitchen: \$150.00 *(only if a caterer uses the stove to prepare food in the kitchen)*

Classroom(s) for dressing: \$ 50.00

NOTE: In order to confirm your request for use of Bethany UMC facilities, all fees must be paid in full four (4) weeks prior to the wedding date.

NOTE: Members of the wedding party are responsible for reimbursement for all damage to the church building, its furnishings, or equipment.