

North Bethesda United Methodist Church
10100 Old Georgetown Road
Bethesda, MD 20814
301-530-4342

Rules and Information for Use of NBUMC Facilities

Form Approved by Trustees

I. Statement of Purpose

North Bethesda United Methodist Church (NBUMC) serves the community by making its physical facilities available for activities, gatherings and meetings that are consistent with the social principles and ecumenical objectives of the United Methodist Church as stated in the United Methodist Book of Discipline and the Mission Statement of NBUMC.

II. Approval Priorities for Eligible NBUMC Facility User Groups

- A. First Approval Priority: Activities and events sponsored by NBUMC.
- B. Second Approval Priority: Activities and events sponsored by NBUMC members.
- C. Third Approval Priority: Non-profit organizations (e.g., volunteer groups, Scouts, YMCA, League of Women Voters).
- D. Fourth Approval Priority: Limited for private interest groups (e.g. wedding receptions, piano recitals, social service activities such as “New Moms Group”, “Speech Therapy for Stroke Survivors”).
- E. Fifth Approval Priority: For-profit organizations.

III. Application and Agreement Requirements and Process

- A. **Requirements:** All groups using NBUMC facilities must have on file with the church a currently effective, properly completed and signed Agreement for Use of Building form. This agreement must be renewed annually. Ongoing users will be required to carry liability insurance with NBUMC as the certificate holder. A copy will be provided to NBUMC no later than 7 days prior to beginning of use. This insurance must be renewed annually.
- B. **Process:** Request facility reservations by contacting the church office; the request must identify a contact person for the proposed activity. The church's office manager provides information on available dates and notes requests on the church calendar pending Trustee and/or Pastor approval. Requester must submit an application to the church office two weeks to one month before the first date of use. Approval may be given by a designated Trustee, the entire Board of Trustees and/or the Pastor.
- C. In cases where an NBUMC wedding or funeral needs the space rented by the User, the User agrees to arrange for an alternative meeting and Owner agrees to adjust the rent accordingly.
Note: Every effort will be made to find alternative space within the NBUMC building.

IV. NBUMC Facilities Available for Use

Room dimensions are approximate.

- A. **Sanctuary:** 400 seating capacity, organ, choir stalls, piano, lecterns. Air conditioned. 100' x 40' (4,000 sq. ft.). Coatroom in hall. [Sound system is installed but not available; users must provide their own sound system.] **NO FOOD OR BEVERAGES ARE ALLOWED IN THE SANCTUARY.**

- B. **Johnson Hall:** 200 seating capacity with chairs only; 180 seating capacity with chairs and tables. Adjoins the kitchen. 58' x 38' (2,200) sq. ft.). Air conditioned. Coatroom in hall. Stage. [Users must provide their own sound system, if needed.]
- C. **Benedict Parlor:** 15-30 seating capacity, sofa, chairs, kitchenette. Air conditioned. 20'x 24' (480 sq. ft.)
- D. **Library: Lower Level.** 12-25 seating capacity, table and chairs, white board. 20' x 21' (420 sq. ft.)
- E. **Classrooms: Lower Level.** Limited availability.
Children's classrooms – number 8, 9 (15' x 25') and number 10 (15' x 30'); children's size furniture, classroom fixtures.
Adult/Youth classroom -- number 5 (15' x 10'): adult size furniture, classroom fixtures.
- F. **Parking Lot:** 100-car capacity. Handicapped parking areas.

Accessibility: Most facilities are accessible to persons who have physical disabilities. An access ramp leads from the parking lot to the upper level of the church but there is no elevator to the lower level. There is wheelchair access to the lower level via a sidewalk, however the entrance must be opened from inside the building.

V. Conduct While Using the Facilities

- A. Appropriate decorum during the activity or event is expected of all users. In general, groups using the facilities must abide by the social policies and standards of the United Methodist Church.
- B. Alcoholic beverages are not allowed inside the building or on church property.
- C. Smoking is not allowed inside the building. Cigarettes outside must be disposed of in the receptacle outside Johnson Hall doors.

VI. Security Deposit and Janitorial Fee

- A. A security deposit may be required at the discretion of the Trustees. The security deposit is refundable if the rules for facility use are followed and no damage occurs.
- B. A janitorial fee may be required depending on the time and nature of the activity. The fee covers janitorial services and supplies needed for event cleanup.

VII. Care of the Facilities

- A. Users must leave the church facilities in the same condition as they find them and restore the facilities to their original order.
- B. If kitchen equipment is used, it must be cleaned and properly returned to storage. Kitchen work surfaces and floor must be left clean. Food must be removed from the refrigerator/freezer.
- C. Users must bring their own paper cups, plates, tableware, tablecloths, sponges, cleaning products, etc. **DO NOT USE NBUMC KITCHEN ITEMS.**
- D. Before leaving:
 1. Put away any chairs and tables that you set up.
 2. Place all trash in the containers provided. Large amounts of trash should be bagged and placed in the dumpster in the parking lot.
 3. Turn off the lights, including those in the bathrooms. (Some hallway lights are on 24 hours and cannot be turned off by the light switches.)

4. Secure doors and windows. Close the door of each room you have used when the last person leaves. Close and lock all windows and doors. Pull on doors from the outside to confirm that they are locked.
- E. No animals are allowed in the church facilities with the exception of service animals.

VIII. Responsibilities

- A. The signer of the Agreement for Use of Building form, or a designated alternate person, is responsible for the actions of the user group at all times when they are on the church grounds. Promptly report damages to the building or equipment to the church office by phone or email. Full reimbursements must be made for damages caused by user groups.
- B. If the responsible person cannot attend the group's function, he or she must appoint a designated alternate person to be responsible and ensure that the alternate is provided a copy of the Rules and User Information. The application form must include the name, address and phone number of the designated alternate who can be contacted in the event of schedule conflicts or other problems.
- C. When activities involve children or youth, responsible adult leaders must be at the meeting place 15 minutes before the scheduled meeting time and remain until the last child or youth has departed. The children or youth must be under the supervision of the adult leaders at all times.
- D. In inclement weather, Users agree to comply with Montgomery County Public School delays and/or closings. When Montgomery County Schools are closed, the NBUMC buildings will also be closed for use. On weekends, Users will be contacted if building and/or parking lot are not usable.

Fees

Fees are based on the schedule below. Trustees may adjust fees according to the nature of the user group, the purpose of the activity and the non-profit or for-profit status of the group or event.

Facility	Type of Use	Hourly Rate
Sanctuary	Lecture, Recital	\$150.00
Sanctuary	Sacramental	Set by Pastor
Johnson Hall	Community interest or fellowship groups	\$150.00
Johnson Hall	Personal interest groups (receptions, recitals, Private group meetings, etc.)	\$200.00
Benedict Parlor	Any	\$50.00
Library	Any	\$45.00
Classroom	Any	\$30.00
Janitorial Services	Minimum 2 hours	\$50.00
AV System Tech	Required if AV is used	\$100.00 per event

*For ongoing users, a **security deposit** may be required and will be determined at the discretion of the Trustees on a case-by-case basis. In special cases, security deposits may be required for one-time users.*

Checks should be made payable to North Bethesda United Methodist Church. Indicate the group, facility and date(s) of use on the check. Send checks to: North Bethesda United Methodist Church, 10100 Old Georgetown Road, Bethesda, MD 20814. The User must submit payment for the 1st month (or portion thereof) prior to beginning of use and by the 1st day of the month for subsequent use.

Disclaimer: North Bethesda United Methodist Church, its staff, officers or volunteers will not be responsible for any disability or personal loss incurred on church property. Ongoing users will be required to carry liability insurance with NBUMC as the certificate holder. A copy will be provided to NBUMC no later than 7 days prior to beginning of use. This insurance must be renewed annually.