



NASHVILLE METHODIST CHURCH

Church Event and Facility Use Policy

- I. **Purpose and Intent:** On behalf of the Nashville Methodist Church (NMC), we welcome you. God has blessed us with a beautiful campus that we are happy to share with groups and activities that glorify God. The Book of Discipline of the UMC charges the local church Board of Trustees with the oversight and care of church facilities. This facility shall be used in a manner consistent with the Book of Discipline of the UMC and the mission of NMC. Church facilities are intended for church supported ministry activities as listed in the Lay Leadership Ministries and Officers document. NMC supports our community and groups or organizations from outside the church may be allowed to utilize facilities as long as the proposed event meets the criteria established in this policy. It is not the intention of NMC to replace available commercial facilities in the community.
- II. **Event Priorities:** NMC has outlined the following priorities for scheduling church events.
 - a. 1st Priority: Church & Conference Functions
 - i. Worship Services
 - ii. Church Council approved events
 - iii. Church Ministry supported events (Teams included in the Lay Leadership Ministries and Officers document)
 - iv. Church team meetings
 - v. Sunday School and Small Group Activities
 - vi. Funerals
 - vii. Methodist Conference Events
 - b. 2nd Priority: Private Function for a church member
 - i. Family Reunions
 - ii. Weddings (refer to separate Wedding Guidelines)
 - iii. Receptions
 - iv. Baby and Bridal Showers
 - v. Personal Recitals
 - vi. Baptismal Receptions
 - c. 3rd Priority: Limited outside groups which align with the vision and mission of NMC
 - i. Selected non-profit organization
 - ii. Selected community groups
- III. **Submission & Approval:** In order for an event to be added to the NMC Calendar, a Church Event or Private Event Facility Use Application must be completed. If this is a fundraising event (priority 1 events only), a Fundraising Application should also be submitted. All forms must be received in the church office eight weeks prior to the event to ensure time for approval and communication (priority 1 events only) to the congregation as outlined in our Announcement and Communications Guidelines. A Church Event application is not needed for NMC Administrative Teams and other ministry team meetings. These groups should contact the church office via e-mail or phone for room reservations. If these reservations are made prior to the bulletin and/or newsletter deadlines, they will be added to those publications.
- IV. **Fees:** Priority 2 and 3 events should refer to the Private Event - Facility use Application for fees. Weddings should refer to the Wedding Reservation guidelines for fees.
- V. **Sponsor Requirements:** A NMC Member volunteer, approved by the Trustees team, must be present for all (church and private) events in their entirety and take responsibility for following Rules and Use Guidelines outlined below.

- VI. **Vehicle Requests:** If a church bus is needed for your event, please complete a separate Bus Reservation Form.
- VII. **Liability Insurance:** NMC may require, in its discretion, the applicant to obtain a comprehensive liability insurance policy issued by an insurance company authorized to do business in this state, with coverage that includes the entire area of the event. If such a policy is required, the church shall be named as an additional insured on the policy. The policy limits of such insurance shall not be less than:
1. Property damage: \$50,000.00 for each occurrence.
 2. Bodily injury or death: \$100,000.00 for each person and \$300,000.00 for each occurrence.
- VIII. **Facility Use Guidelines:** We request your cooperation in helping to keep the buildings in good condition for use now and in the future by observing the following guidelines:
- Please remember that this is a church facility and you and your guests should conduct themselves accordingly.
 - A NMC member must be present and remain on site for the entire event and cleanup. It is the responsibility of the ministry team or group using the church and their sponsor that the facility is left in a manner so church functions can resume without the need to reset or clean the room.
 - If the NMC sponsor has a conflict arise, it is up to them to find a replacement to assist during the event.
 - Church staff is not available to help with priority 2 and 3 events. The user of the facility must provide all manpower necessary for giving directions to the location, parking, loading and unloading of supplies, room set-up and breakdown, greeting, opening the doors and other tasks associated with the event.
 - Limit of rental time (8 continuous hours of use) with rental ending at 10:30 pm. Additional time for setup the day prior to the event will be allowed if facilities are available.
 - Care should be taken will attaching decorations to walls and ceilings, using wall tack or command strips. No tape should be used on walls.
 - Each ministry team or group is responsible for their own set-up, arrangement and preparation of tables and chairs. After your event, the room should be left as you found it.
 - Please limit your use of the facility to the area that you have reserved.
 - No alcoholic beverages are allowed on the church property.
 - Equipment including tables and chairs are not to be used outside of the facility.
 - Any damages should be noted and reported to the church office.
 - Pantry items such as napkins, cups and food items are for our Weekday School, Kidspace, Compassion Café and Sunday Night Children's Ministry meal. Please plan accordingly and bring your own paper and coffee supplies.
 - Please empty all trash to the dumpsters outside.
 - If you are reserving the Braswell Hall or the basement, please note that the band and sound equipment should not be moved or used. If A/V is needed, please note this on your reservation form. Every effort will be made to assign a trained A/V volunteer to your event.
 - The Altar Table is not to be used as a serving table.
 - Children should not be allowed to play unsupervised in Sunday School rooms, nursery or playground.
 - No events can be scheduled during any worship service.
 - No overnight events are allowed, unless approved by NMC trustees.
 - Smoking is prohibited in and around the main building and the children's playground area. Smoking is allowed outside of the Bus Garage.