

**PINE GROVE UNITED METHODIST CHURCH
2523 PINE GROVE ROAD
YORK, PA 17403
717-741-2586**

Website – www.pinegroveumc.com
Email – pinegroveumc@verizon.net

BUILDING USE POLICY

The members of Pine Grove United Methodist Church are pleased to be able to share our facilities with our neighbors. Good Christian stewardship requires that we have certain rules and regulations to ensure that the church, the facilities and the people using them are protected. We appreciate your cooperation with our policies. These policies can be found on our website or in the church office.

General Facility Use by Members:

- We encourage all of our church members to make good use of our facility.
- As shown on the “FEE SCHEDULE” (enclosed), church members are not charged a fee for the general use of the facility. However, donations are always gratefully accepted.
- A main calendar of all building events is located in the church office. Dates are reserved by submitting an “APPLICATION FOR FACILITY USE FORM” (enclosed). This form can also be obtained by calling the church office at 741-2586, Monday through Thursday, 9:00 AM until noon. The Church Usage Committee reserves the right to grant or deny approval to any party.

General Facility Use by Outside Groups and Individuals:

- The Church’s policy has been to offer preference for building use to non-profit groups that relate to the mission of Pine Grove United Methodist Church. Please note that a non-profit group is one that meets the requirements of IRS code 501C-3 and carries proper insurance. Non-profit groups will not be charged usage fees; however, donations are always gratefully accepted.
- Any group or individual who does not have a relationship with the church, but desires to use the facility, must (1) have a church member who will sign to be their “Sponsor”, and (2) pay a “Facility Usage Fee”. The role of the sponsor will be to open the building, familiarize the user with where things are located, inspect the building after the event, and lock the building.
- Facility usage fees have been set by the Board of Trustees. Please refer to the “**FEE SCHEDULE**” (enclosed). Any exceptions to the fee structure will be made by the Church Usage Committee and/or the Board of Trustees.
- A main calendar of all building events is located in the church office. Dates are reserved by submitting an “APPLICATION FOR FACILITY USE FORM” (enclosed). This form may also be obtained by calling the church office at 741-2586, Monday through Thursday, 9:00 AM until noon. The Church Usage Committee reserves the right to grant or deny approval to any party.
- All outside groups approved to use the facility will be required to sign a “**USER AGREEMENT**” (enclosed), provide proof of insurance and a copy of the 501C, if applicable. A 50% deposit is

expected with a reservation unless other arrangements are made. These need to be in the church office two weeks prior to the event.

Additional Requirements Regarding Facility Use for Funerals and Weddings:

- All funerals must be arranged with the pastor. Please refer to the “**FEE SCHEDULE**”.
- The pastor must approve all weddings. Members please refer to the “**WEDDING POLICY**” and “**FEE SCHEDULE**”. We reserve the right to restrict the use of the facility at any time and especially during the Christmas Season and Eastertide. It has been the policy of the church not to host weddings outside the membership of the congregation without special approval.

Facility Use Guidelines for all users:

- Members of any organization using these facilities assume all responsibility for breakage, the appropriate use of the facilities and proper cleaning of the facilities. Under special circumstances a security deposit may be required of \$100.
- Separate arrangements must be made for the use of the sound system and a fee may apply.
- Please confine your activity to those areas of the building that have been scheduled for use. Children under the age of 18 must be supervised by two unrelated persons over the age of 21 at all times as set forth by our Safe Sanctuary Policy handbook. A copy is located and available in the church office.
- Those using the kitchen must (1) meet with one of the staff prior to the scheduled date to arrange for use of the necessary equipment and (2) follow the “**KITCHEN USE GUIDELINES**” (enclosed). Any disposable supplies (paper plates, napkins, cups, etc.) needed must be provided by the user. Use of the kitchen does not mean use of cleaning products, paper products, or any food or beverage stored there. All items in the kitchen have been purchased and stored for specific church functions.
- Tables and chairs are stored in the closet of the Multi-Purpose Room (MPR). Groups are responsible for setting up and arranging the MPR as needed, and restoring the room to the way it was before the event.
- The church has a dumpster located behind the building next to the shed. Please see to it that all waste materials from your group event are bagged up and placed in the dumpster. Please take all trash out through the Multi-Purpose room exterior door to avoid getting leaks on the carpet.
- Be careful how you fasten items to the walls. Do not use nails, tacks, or cellophane tape to fasten temporary decorations, posters, etc. to walls, woodwork, or windows. Scotch blue painter’s tape for delicate surfaces may be used.
- Smoking is not allowed inside the church building.
- Illegal drugs and alcoholic beverages are not permitted in or on church property.

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FEE SCHEDULE

(Subject to change based on Utility Cost and/or special considerations)

GENERAL USE		
ROOM	CHURCH MEMBER	NON-MEMBER
Multi-Purpose Room	Donation	\$200.00
Kitchen	Donation	\$100.00
Classroom	Donation	\$ 50.00
Sanctuary	Donation	\$125.00

WEDDINGS		
All payments must be made at least 1 week before wedding		
ROOM	CHURCH MEMBER	NON-MEMBER
Sanctuary	No Fee	\$125.00
Multi-Purpose Room	Donation	\$200.00
STAFF	CHURCH MEMBER	NON-MEMBER
Pastor	Donation	\$200.00
Pre-Marital Counsel	\$75.00	\$100.00
Church Organist	\$75.00 (+\$25 to play for soloist)	\$75.00 (+\$25 to play for soloist)
Custodian	\$50.00	\$50.00
Administrative Assistant	\$25.00	\$25.00
Worship Folders	No Fee	Printing Fee \$25.00

FUNERALS		
ROOM	CHURCH MEMBER	NON-MEMBER
Sanctuary	No Fee	\$125.00
Multi-Purpose Room	Donation	\$200.00
STAFF	CHURCH MEMBER	NON-MEMBER
Pastor	Donation	Donation
Church Organist	\$75.00	\$75.00
Custodian	\$50.00	\$50.00
Administrative Assistant	\$25.00	\$25.00
Worship Folders	No Fee	Printing Fee \$25.00

Note: Unless noted otherwise, all fees for "ROOM" usage are per day.

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USER AGREEMENT

This Agreement entered into this _____ day of _____ (month) of the year _____, by and between Pine Grove United Methodist Church of York, Pennsylvania (“UMC”) and

_____ (User)

(Address)_____

WHEREAS, UMC is the owner of a building located at 2523 Pine Grove Road, York, PA 17403.

WHEREAS, User desires to use such facilities on the terms and conditions set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other goods valuable consideration the parties hereto agree as follows:

1. UMC shall make available to User (description of facilities): _____

from _____ to _____ (dates).

- 2. User has received, read and agrees to uphold the policy and procedures stated in the **Safe Sanctuary Policy** handbook of Pine Grove United Methodist Church.
- 3. User agrees to indemnify and hold UMC harmless from any and all liability including attorney’s fees arising out of User’s use of the above premises or the building of which the facilities are a part or the parking facilities on or adjacent thereto (hereinafter “the facilities”).
- 4. User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of UMC to insure the User’s use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities.
- 5. User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in UMC’s locale. User will not engage in any activities in violation of such laws, ordinances, rules and regulations.
- 6. User has read and agrees to all terms set forth in the Building Use Policy.

IN WITNESS THEREOF, the undersigned parties have executed the Agreement as of the day and year first above written.

Signed _____
(UMC Representative)

_____ (User Representative)

Pine Grove United Methodist Church

(Name of User)

2523 Pine Grove Road, York, PA 17403

(Address)

717-741-2586

_____ (Telephone)

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APPLICATION FOR FACILITY USE

Name: _____ Church Member ___ Yes ___ No
(Person or Group in Charge of Function)

Address: _____ Phone: _____
_____ Date(s) of Event: _____

Please Check all that apply

Type of Event:

_____ Wedding

_____ Non-Church Event

_____ Funeral

_____ Other: (Please Explain)

Area of Building Used:

_____ MPR

_____ Sanctuary

_____ Kitchen

_____ Classroom Space

_____ Nursery/Prayer Room

_____ Narthex

Equipment being Used:

_____ Sound/Video System

_____ Kitchen Facilities

Fees for Church Usage

All fees must be paid in full prior to the event date.

Sanctuary: _____ Kitchen: _____ Organist: _____

MPR: _____ Clergy: _____ Admin. Assistant: _____

Custodial: _____ Programs: _____ Other: _____

Total Fees: _____

Please make check payable to: Pine Grove United Methodist Church

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WEDDING POLICY

1. Arrangements for date and time of wedding are to be done in consultation with the pastor.
2. If you have need of an organist, please contact the Church Organist as soon as possible after confirming date/time with the pastor. For information about fees please refer to the fee schedule under weddings. If there is a soloist, the organist must be contacted by the soloist 30 days prior to the wedding to arrange practice time.
3. In keeping with policy of our Annual Conference and good Christian stewardship, there is no throwing of rice permitted or releasing of helium-filled balloons if the reception is held at the church.
4. Pre-marital counseling sessions are done in consultation with the pastor. The pastor reserves the right at any time not to marry a couple. Pre-marital counseling will be a requirement of all couples seeking marriage at Pine Grove United Methodist Church.
5. If the Administrative Assistant is printing your worship folders the information must be given 2 weeks prior to the service. Options for Bulletin covers can be offered to you but all costs will be handled by the seeking couple.
6. The marriage license must be given to the pastor the day before the wedding.

I have read and agree to all terms set forth in this Wedding Policy.

Signed _____ Date _____

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KITCHEN USE GUIDELINES

These rules apply to **ALL** members and non-members who use the kitchen. Place a check mark on the line provided after you have done that task. If the line does not apply, please write N/A on that line.

KITCHEN CHECKLIST – GENERAL USE

- _____ 1. ALL items must be removed from refrigerator and freezer immediately after your function.
- _____ 2. ALL items must be washed, dried and returned to properly marked area.
- _____ 3. ALL trash must be removed and put in trash container located in parking lot behind church. (Take trash out through Multi-Purpose room exterior door to avoid getting leaks on carpet).
- _____ 4. ALL counter tops need to be wiped off.
- _____ 5. ALL dishcloths and tea-towels must be hung on rack located along side dishwasher.
- _____ 6. Clean up all spills from floor.
- _____ 7. ALL non-members must supply their own paper products.

CHECK LIST – APPLIANCE USE AND CARE

_____ REFRIGERATOR AND FREEZER

1. Do not adjust temperature settings.

_____ HOOD AND EXHAUST FAN

1. Always run when cooking to avoid building up of heat which can set off the fire suppression system.

_____ STOVE

1. Clean burners by placing them upside down on another burner. (Make sure burners are put back on properly after burning off dirt).
2. The rest of the stove top can be cleaned by washing with dish detergent.

_____ GRILL

1. Use a grill thermometer to be safe.
2. Pre-heat approx. 30 minutes prior to use.

3. To clean – First scrape off surface with a scraper; while still hot, pour a small amount of water on surface and scrub with the grill block. After that, use the griddle screen pad to finish. Wipe off surface with paper towels. Finally, replace the foil in the drip pan after each use.

_____ OVEN

1. Pre-heat for approx. 30 – 40 minutes prior to use.
2. Oven works best if 18 x 26 inch baking sheets are used on each shelf.
3. Clean oven door and inside of oven with Mr. Muscle oven cleaner. (Do NOT use scrubbing pads on the inside panel – they will scratch).
4. Shelves remove for washing with soap and water.
5. Mr. Muscle oven cleaner is located under the 3-bowl stainless steel sink.

_____ DISHWASHER

1. See “How to Operate Dishwasher” located on wall above dishwasher for proper operating procedure.
2. Clean both screens after each use.
3. Use **only 1 level teaspoon** of powder detergent for each load.
4. Dishes should be scraped well prior to loading.

Date you used the kitchen _____

Person responsible for completing the check list.

Name: _____ Phone No.: _____

Please leave completed check list on kitchen counter.

If there are any problems with any of the kitchen appliances, please call one of the emergency contact persons located in the kitchen by the phone **immediately!**

Thank you for your cooperation,
Pine Grove Kitchen Committee