



PENFIELD UNITED METHODIST CHURCH
BUILDING USE POLICY 3.0
Revision April 2026

PUMC Board of Trustees
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Background

The primary purpose of Penfield United Methodist Church is to carry out the ministries of the local church. PUMC has an active ministry for children, youth, adults, and senior adults. ***The mission of PUMC is to love God, love one another, and serve our community.*** PUMC wishes to expand its outreach into the community by offering the use of its facilities. Building Use activities fall under the jurisdiction of the Board of Trustees.

No commitment for building use is finalized until:

1. The Building Use Policy has been read and understood
2. The Building Use Application (BUA) has been submitted online
3. The Building Use Application (BUA) has been processed by the Board of Trustees, and the church sponsor has been assigned
4. The Building Use Application (BUA) has been signed and any applicable fees paid.

Priority

Our priority is the program and membership needs of PUMC [i.e. weddings, funerals, & celebrations], followed by nonprofit groups that are supported by the church, then the community at large.

Purpose and Endorsement

The User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the Penfield United Methodist property. Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by PUMC. No activities or advocacy may take place within our buildings or grounds that conflict with the mission, policies, and the practices of Penfield United Methodist Church.

Church Sponsor

A Church Sponsor is a member of Penfield United Methodist Church, staff member, or Penfield United Methodist Preschool staff member who provides access to the building and equipment [i.e. table, chairs, av etc.], addresses any questions or concerns, and provides access to cleaning materials on the day of the event. Church Sponsors are required for all outside rentals.

Scheduling

Applicants must be at least 25 years old to complete the BUA. It is suggested that applicants complete the BUA at least 4-6 weeks in advance to allow for processing and planning.

PUMC reserves the right to pre-empt any Facility Use Agreement for its own needs, in the rare cases of emergencies. Notice will be provided as early as possible. In this case, a full refund will be made to the renting organization.

Cancellation Policy

WEATHER RELATED - SAFETY IS OUR TOP PRIORITY:

The Board of Trustees aligns building closures with the Penfield Central School District's closings.

- If the school is closed for the day, then church facilities are closed for the day.
- If evening events for the school are cancelled, then the church facilities are closed for the evening.
- The Church Sponsor may contact the Chairman of the Board of Trustees for permission to override the standard cancellation policy.

IN THE CASE OF CANCELLATIONS:

- If cancelled by the renter, the renter should notify the church office by phone or via email as soon as possible. If cancelled less than weeks prior to the event no refund will be given.
- If cancelled by the church, a full refund will be given. Additionally, in no event will PUMC be liable to the User for any lost profits or incidental, indirect, special, or consequential damages arising out of the User's inability to use PUMC's facility, even if PUMC has been advised of the possibility of such damages.

Rules

A. NO GAMES OF CHANCE

Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries. Auctions are acceptable as they are not a game of chance.

B. NO ALCOHOL POLICY

The serving, consumption, or use of alcoholic beverages or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots. Violation of this rule is sufficient grounds for immediate withdrawal of an individual or group's use of the facilities and/or to deny use in the future.

C. NO SMOKING POLICY

All members of all groups using our facilities shall always abide by a no smoking, vaping, or marijuana rule on church property, including the outdoor areas and parking lots. Violation of this rule is sufficient grounds for immediate withdrawal of an individual or group's use of the facilities and/or

to deny use in the future.

D. NO FIREARMS/WEAPONS

Under NYS Penal Law § 265.01-E, the possession of a firearm, rifle, or shotgun is prohibited in sensitive locations including any place of worship, except for those persons responsible for security at such place of worship. No Firearms or weapons are allowed on any part of the church property.

E. ANIMALS

No personal animals other than certified service animals are allowed inside the building.

F. BUILDING ACCESS

Church Sponsor will provide access to the building and lock up after the event.

G. PARKING

Parking in the church parking lot is based on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

H. SUPERVISION OF CHILDREN, YOUTH, AND VULNERABLE ADULTS

This church has a Safe Sanctuaries Policy for children, youth and vulnerable adults. The User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending the User's function. All users of the facility are expected to follow their own child protection policies. Minimal guidelines are the following:

- No fewer than two adults will be present at all times during any program or event involving children.
- These adults, 18 or older, will be at least 5 years older than the children with whom they are working.
- It is suggested that at least one of the supervising adults be currently certified in First Aid and CPR.
- The facility user is solely responsible for staffing the activity and supervising any participating minors.

I. ROOM SETUPS & TEAR DOWN

If tables and chairs, tv's etc. are needed, the Church Sponsor will provide access prior to the event. Rooms are expected to be returned to their original layout.

FELLOWSHIP HALL Set/tear down SPECIFICALLY

When reserving this space, these rules are to be followed:

- Tables and Chairs are available for up to 100 people. If your event needs them, your Church Sponsor will provide access. Renter is responsible for setting up and returning tables and chairs to storage.
- Carpets in Fellowship Hall must be rolled up off to the side before food is served; then the floor must be cleaned before carpets are replaced.
- PUMC's musical equipment may be requested to be moved to the side or removed completely prior to an event with at least 2 weeks of advance notice.
- No additional equipment or items may be temporarily stored.

J. DECORATIONS

Decorations shall align with the church mission. Painters tape or Scotch Wall-Safe tape may be used to decorate the walls. Nothing may be attached to the sound panels in the Fellowship Hall. Glitter, rice, confetti, bird seed, and mylar balloons are not allowed. All such decorations must be removed immediately and completely following the event.

K. FOOD AND DRINK

No food or drink is allowed in the Sanctuary except for plain water. All food or drinks from all other areas must be cleaned up and removed at the end of the event.

L. ORGAN AND PIANO USE

Permission to use the organ or piano must be granted by the PUMC Music Director. If the user wishes to have instruments tuned, the PUMC approved craftsman may be requested at the user's expense. Pianos cannot be moved except by permission from the Music Director or the Board of Trustees.

M. SANCTUARY FURNITURE

Sanctuary furniture cannot be moved except by permission of the Board of Trustees or the Pastor.

N. SANCTUARY SOUND AND/OR VIDEO SYSTEM USE

The Sanctuary sound or video recording systems may be made available upon request. The system may only be operated by the Sound Team or qualified church staff members. Group-provided sound, recording, or video equipment may not be attached to church systems through cables or connectors without prior approval.

O. WI-FI & AV EQUIPMENT

The Wi-Fi system is available for use during your events. The password may be obtained from the Church Sponsor. Portable TV's and the Fellowship Hall screens are available for AV connection.

P. OUTDOOR EQUIPMENT

Trampolines and bounce houses are not allowed on church property. Tents or temporary structures over 12'x12' need PUMC authorization. No digging to secure outdoor equipment is allowed- Items should be weighted down along with basic tent stakes.

Q. BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment, in such use, to prevent defacement, damage, or breakage. The persons signing the BUA shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the PUMC Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. The Church Sponsor will inspect the facility at the end of the rental period.

R. CLEAN UP

The renter is responsible for cleaning up and resetting rooms to their original state after the event and ensuring trash is in proper receptacles. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. The Church Sponsor will provide access to cleaning supplies.

S. INJURY

If an injury occurs on-site, please contact the Church Sponsor to obtain our **Notice of Injury Form**. Fill it out and return to the Church Sponsor.

T. FINAL DECISIONS

In case of doubt or uncertainty about the application or interpretation of these regulations, the Board of Trustees will make the final determination.

Security

Our church works to maintain a safe and secure environment within the facility. We ask that all users pay close attention to personal property and valuables. The church is not responsible for theft or damage to personal property.

Building Use Agreement Fees

FEE STRUCTURE

There is a fee **structure** based on the type of request.

- Type A - Church Members & Staff/PUMP staff/Nonprofit Organizations
- Type B - Other Community Activities or Events

List of Rooms Available, Daily Rate & Maximum number of persons per room.

- Rooms are available in Half Day Blocks (up to 5 hours) or for Full Day. Hours available are 8:00AM - 10:00PM.
- Room Fees may be combined and reduced as requested; Board of Trustees Approval is required.

Additional Potential Fees:

- Contact the church office for Weddings or Funerals
- Sound Team is \$25/hour as it is available.

Room #	Room Name	A Half Day	A Full Day	B Half Day	B Full Day	# Of persons max
14N	Sr. High Room	\$20	\$40	\$40	\$80	33
13N	Parlor	\$20	\$40	\$40	\$80	49
12N	Jr. High Room	\$20	\$40	\$40	\$80	25
Narth.	Narthex	\$20	\$40	\$40	\$80	40
Sanct.	Sanctuary	\$50	\$100	\$200	\$300	247
FH	Fellowship Hall	\$50	\$100	\$200	\$300	100

OVERNIGHT EVENTS

BUAs that propose to include overnight scheduling will be considered and approved by the Trustees on a case-by-case basis.

ONGOING BUILDING USAGE

For repeat events, special pricing can be negotiated with the Board of Trustees on a case-by-case basis.

INSURANCE

Organizations requesting to use PUMC must carry liability insurance with a minimum liability occurrence limit of \$1,000,000. The organization will provide a certificate of insurance to Penfield United Methodist at least seven days prior to the event date(s). The certificate of insurance will indicate that the organization has made Penfield United Methodist Church an "additional insured" on the insurance policy with respect to the use by the organization on Penfield United Methodist Church's premises.

LIABILITY**RELEASE AND INDEMNITY AGREEMENT**

This Release and Indemnity Agreement is between the above-named organization or individual ("User") and The Penfield United Methodist Church of Penfield, New York ("PUMC").

AGREEMENT

NOW THEREFORE in consideration of PUMC permitting the User to use the property and improvements described above, the User agrees as follows:

1. Indemnity Agreement: *The User agrees to hold harmless, indemnify and defend Penfield United Methodist Church (including PUMC's Trustees, administrators, directors, agents, officers, members, volunteers, and employees) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using PUMC's premises, its entrances and exits, and surrounding area, for the User's purposes, regardless of whether such injury or damage results from negligence of PUMC (including PUMC's Trustees, administrators, directors, agents, officers, members, volunteers, and employees) or otherwise.*

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will abide by the rules and regulations for the use of the facility that are attached to this agreement. If applicable my organization will provide a certificate of insurance listing Penfield United Methodist Church as additionally insured. I hereby consent to the Release and Indemnity Agreement.

Applicant Signature: _____ Date: _____