

LIMA UNITED METHODIST CHURCH FACILITIES USAGE POLICY and GUIDELINES

Revised 05/25/2026

Lima United Methodist Church
209 North Middletown Road
P.O. Box 158
Lima, Pennsylvania 19037
Tel: (610) 566-7109
Email: Admin@LimaChurchPA.com

LIMA UNITED METHODIST CHURCH FACILITIES USAGE POLICY and GUIDELINES

INTRODUCTION

The members of the Lima United Methodist Church feel it is their responsibility to open the doors of the church through church-sponsored programs. Our discipline states this clearly: *“The function of the local church is to minister to the needs of persons in the community where the church is located.”* Our church programs and our people are the top priority when it comes to the use of our church facility. However, Lima still wishes to expand its outreach into the community by offering the use of its facilities.

District, conference, and various Lima UMC education classes and committee meetings are provided priority use of the church's facilities at no charge and are exempt from this policy.

Building use activities fall under the jurisdiction of the Board of Trustees which manages the use of building facilities. No commitment for building use is finalized until the ***Facilities Usage Agreement*** has been completed and executed by the Board of Trustees or its designee.

Lima Church has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Availability for ongoing usage is limited, but can be considered. Our first priority is for the program and membership needs of Lima Church. Lesser use priorities are for church members for private events, nonprofit groups and then other organizations.

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 Lima Church. No activities or advocacy may take place within our buildings or grounds that conflicts with the policies and the practices of Lima Church and The United Methodist Church.

Included in this guide are the following:

1. Steps to Facility Usage Scheduling
2. Fees for Facility Usage
3. Long Term Facility Usage
4. Overnight Events
5. Cancellation Policy
6. Guidelines for Weddings
7. Guidelines for Funerals, Memorial Services and Celebrations of Life
8. Schedule of Fees
9. Rules and Regulations of the Lima UMC Board of Trustees
10. Facilities Usage Agreement Form
11. Release and Indemnity Agreement Form
12. Acceptance of Responsibility

STEPS TO FACILITY USAGE SCHEDULING

1. Please contact the Church Office to confirm that the date and time for the requested Facilities Usage is available. (Availability of the date and time does not reserve that date and time until the Trustees approve the Facilities Usage Agreement. Do not expect the Church Office to determine the applicable fee. The applicable fee will be determined by the Trustees upon their approval of the Facilities Usage Agreement as outlined below.)
2. Fill out a ***Facilities Usage Agreement***. One is included in this guide or you may obtain one from the church office or at our website: www.LimaChurchPA.com.
3. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
4. Return the completed *Facilities Usage Agreement* to the Church Office at least 3 weeks in advance of the event. The Board of Trustees will then evaluate your request and you will be notified if it is approved or not approved. After approval, **applicable fees are due at the Church Office at least 1 week prior to the event.**

Note: To reserve a date and time for more than 3 weeks in advance, a \$15 “Reserve the Date Fee” is due upon the Facilities Usage Agreement approval. This fee will be applied towards the applicable facilities usage fee. This fee is non-refundable except as noted in the Cancellation Policy below. Members and affiliates of Lima UMC are not charged a “Reserve the Date Fee.”

FEES FOR FACILITY USAGE*

The Schedule of Fees is attached to this document. The fees are broken down for Lima UMC Members and Affiliates, Non-Profit Groups, and All Others.

LONG TERM FACILITY USAGE

"Long Term Facility Usage" is defined as a Facilities Usage Agreement where four (4) or more usages are scheduled for the same activity, the same facility, with a committed schedule under the same Agreement terms. **Facility Usage Fees will be discounted twenty five percent (25%) for Long Term Facility Usage Agreements.** Long Term Facility Usage Agreements may extend for a term of one (1) year.

OVERNIGHT EVENTS

Facilities Usage Agreements that propose to include overnight scheduling will be considered and approved by the Trustees on a case-by-case basis. Fees for each overnight agreement will be based on the fee schedule, but will be adjusted based on the types of activities involved and facilities that will be used.

CANCELLATION POLICY

In the case of the cancellation of a scheduled facility usage, the responsible party should notify the church office in writing or via email as soon as possible. Refund of the Facility Usage Fee amount

will depend on the following:

- **With two (2) weeks or more notice of cancellation - refund of the full fee minus the non-refundable Reserve the Date fee.**
- **With less than (2) weeks, but more than one (1) week notice of cancellation - refund of 75% of the full fee minus the non-refundable Reserve the Date fee.**
- **With less than one (1) week notice of cancellation - refund of 50% of the full fee minus the non-refundable Reserve the Date fee.**
- **A cancellation caused by severe weather as noted by the Severe Weather Center - refund of the full fee.**
- **A cancellation determined by Lima United Methodist Church - refund of the full fee.**

GUIDELINES FOR WEDDINGS:

1. The wedding ceremony is a sacred worship service conducted by the pastor of the church or by the pastor of another church that has been invited by the Lima Church pastor to officiate. It is intended to glorify God and to petition God's blessing upon the couple in marriage and in their home. Therefore, the ceremony should reflect the same meaningful, orderly, and respectful structure as a Sunday worship.
2. To be assured of such dignity, the bride and the groom are encouraged to arrange first a series of sessions with the pastor at least six months before the desired date for the wedding. However, this timeline is flexible and can be adjusted to meet the needs of the bride, the groom, and the pastor.
3. A wedding cannot be placed on the official church calendar without having a first meeting between the couple and the pastor. Wedding dates can be added to the calendar on a preliminary basis upon first contact with the church office, but are not secure until after the initial pastoral visit.
4. Should there be a conflict with another couple desiring the same particular date for a wedding prior to the initial pastoral visits, priority will be given in the following way:
 - 1st Priority – A couple in which one or both is/are members of Lima UMC.
 - 2nd Priority – The earliest date of a first contact with the church office/pastor in order to set up pastoral visits.

Policies and Procedures

1. The Schedule of Fees including weddings is attached.
2. Non-members wishing to use the church must put a deposit down equal to 50% of the total charges following the official setting of the wedding date. This provides a security that insures the day for the wedding.
3. A check to the remaining expenses must be given to the church administrative assistant before 02:00 p.m., two days prior to the wedding.
4. All fee payments should be made through the Lima Church Office Administrator, 209 North Middletown Road, Media, Pennsylvania 19063.
5. No smoking is permitted in the building or on the grounds of the church at any time.
6. No drinking of alcoholic beverages by members of the wedding party during the rehearsal or on the day of the wedding is permitted.
7. No alcoholic beverages may be served at wedding receptions inside the church building.

Pictures

1. Flash pictures may be taken prior to the wedding service up to and through the time of the bride coming down the aisle.

2. Time exposure photographs, with no flash, are the only ones that should be taken during the ceremony and only from the back or side of the sanctuary. No pictures should be taken from the front during the ceremony.
3. The event may be video recorded either by Lima Church technicians using Lima Church equipment for a fee or by others using their own equipment and placing cameras only in areas designated by the pastor. Arrangements can be made to live stream the service.

Music

1. As this is a sacred event, music should also maintain the same sacred integrity. Music may be either contemporary or traditional and must first be approved by the pastor officiating the wedding.
2. Should the couple not have other options for musicians, it is their responsibility to contact the church's Director of Music to determine availability.
3. Should outside musicians want to use the church organ, the selected musician(s) must contact the church's Director of Music in order to get instruction on the organ's use.

Miscellaneous

1. Please advise guests against throwing rice inside the church building. Birdseed, grass seed, or bubbles outside are good alternatives for outside use.
2. All candles used inside the church should be dripleless.
3. Couples should present the marriage license that has been obtained in Pennsylvania to the pastor at least three days prior to the wedding date.

GUIDELINES FOR FUNERALS, MEMORIAL SERVICES AND CELEBRATIONS OF LIFE

Funerals, Memorial Services and Celebrations of Life are services focused on remembering, honoring and celebrating the life of a loved one. These services are often conducted by the pastor of the church or by the pastor of another church that has been invited by the Lima Church pastor to officiate. It is intended to glorify God and to petition God's blessing upon the family and friends of the deceased individual. Therefore, the event should reflect the same meaningful, orderly and respectful structure as a Sunday worship.

This service cannot be placed on the official calendar without the family of the deceased meeting with the pastor. A date can be added to the church calendar on a preliminary basis upon first contact with the church office but are not secure until after the initial pastoral visit. Should there be a conflict with another family desiring the same particular date, priority will be given in the following way:

- 1st Priority – A family in which the deceased was a member of Lima UMC.
- 2nd Priority – The earliest date of a first contact with the church office/pastor in order to request the event.

These services often include Funeral Home representatives so it is important to coordinate the event in conjunction with a Funeral Home representative.

Policies and Procedures

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- A check to the remaining expenses must be given to the church administrative assistant before 02:00 p.m., two days prior to the wedding.
- All fee payments should be made through the Lima Church Office Administrator, 209 North Middletown Road, Media, Pennsylvania 19063.
- No smoking is permitted in the building or on the grounds of the church at any time.
- No drinking of alcoholic beverages is permitted and no alcoholic beverages may be served inside the church building.

Pictures

- Time exposure photographs, with no flash, are the only ones that should be taken during the event and only from the back or side of the sanctuary. No pictures should be taken from the front during the event.
- The event may be video recorded either by Lima Church technicians using Lima Church equipment for a fee or by others using their own equipment and placing cameras only in areas designated by the pastor. Arrangements can be made to live stream the service.

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LIMA UNITED METHODIST CHURCH
Facility Usage Policy and Guidelines
SCHEDULE OF FEES

	Timing	Lima UMC Member	Non-Profit (501C)	All Others
Use of Sanctuary (maximum of 275 people)	1-4 hours	\$100	\$200	\$300
Audio/Video Support (Lima UMC personnel only)	1-4 hours	\$100	\$150	\$150
Pianist/organist from Lima UMC	1-4 hours	\$100	\$150	\$150
Event Liaison for Entire Event (planning, contract, on-site for entire event)	Per Hour	\$25	\$25	\$25
Custodial Service for Entire Event	Per Hour	\$25	\$25	\$25
Lima UMC Clerical Support (order of event, copying, etc.) if needed	Per Hour	\$25	\$25	\$25
Use of Sanctuary for Rehearsal	1-4 hours	\$100	\$200	\$300
Use of Fellowship Hall (maximum of 200 people)	1-4 hours	\$100	\$100	\$150
Fellowship Hall Room Setup (tables, chairs, audio, etc.)	Per Hour	\$25	\$25	\$25
Use of Kitchen	1-4 hours	\$100	\$100	\$150
Parking Support for Events of 100 or more people	Per Hour	\$25	\$25	\$25
Lima UMC Pastor for Weddings/Funerals		Honorarium	N/A	\$200
Use of Conference Room (maximum of 25 people)	Per Hour	\$25	\$25	\$50
Use of Wesley Hall (maximum of 60 people)	Per Hour	\$25	\$25	\$50
Use of Upper Habbersett (maximum of 50 people)	Per Hour	\$25	\$25	\$50

Note: Pricing is subject to change. The church office, the pastor's office and staff offices are not available for rentals.

Event Liaison required when Sanctuary, Fellowship Hall or Kitchen is rented for the duration of the rental time. For one-time rental of the Conference Room, Wesley Hall or Upper Habbersett, Event Liaison is required for one hour at the beginning and end of the event. If a long-term rental (four or more events) for the Conference Room, Wesley Hall or Upper Habbersett, a fob will be issued to allow facility entry for the event leader.

Custodial service required when Sanctuary, Fellowship Hall or Kitchen is rented. For one time rental of other facilities, Custodial service not required but renter must make sure to leave facility clean.

This fee schedule is a guideline. The Trustees can negotiate with the rental requestor to arrive at a satisfactory arrangement. Special consideration and fee exemptions may be considered for members of Lima UMC.

RULES AND REGULATIONS OF THE BOARD OF TRUSTEES

BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Application for use 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 LUMC Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

ROOM SETUPS

All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by the Board of Trustees and are considered in the calculation of Impact Fees noted above.

ORGAN AND PIANO USE

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

SANCTUARY FURNITURE

Sanctuary furniture cannot be moved except by permission of the Board of Trustees (this also applies to the chancel furniture.)

SANCTUARY SOUND AND/OR VIDEO SYSTEM

The Sanctuary sound reinforcement, video projection systems and live streaming with recording may be made available upon request. The systems may only be operated by the LUMC sanctuary systems technicians at the costs indicated in the Fee Schedule. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

SMOKING POLICY

All members of all groups using our facilities shall abide at all times by a "no smoking" rule on church property unless specific exceptions are authorized by the Trustees. Violation of this rule is sufficient grounds for a church staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

ALCOHOL POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

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.

SUPERVISION OF CHILDREN AND YOUTH

This church has adopted the policy of **Safe Sanctuaries** for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- These adults must have a state mandated background check to be provided to the church in advance of the facilities use.
- At least one of the adults present must be currently certified in First Aid and CPR. The adults involved with the children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the pastor or Board of Trustees.

NURSERY USE

The nursery facility may be made available by arrangement at least 2 weeks prior to the event by contacting the LUMC Nursery Committee through the church office. Our LUMC Safe Sanctuary policy requires that two LUMC approved nursery care providers must be present to operate the nursery. At least one of these must be a Lima Church qualified caregiver. Both must be adults over the age of 18. **Without prior arrangements having been made as outlined above, the Nursery will remain closed and unused during the Facilities Usage Agreement period.**

FOOD AND DRINK

No food or drink is allowed in the Sanctuary except for plain water. All other food and drink requires approval in advance as noted in the Facilities Usage Agreement. Caterers shall abide by all rules and regulations and, when requested, shall be required to provide proof of adequate insurance coverage in advance of the event.

DECORATIONS

All decorations require prior approval of the Board of Trustees or their designee. Decorations may only be attached to wooden trim, and wooden doors with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

STARTING AND ENDING TIMES

Monday through Friday from 8:30 AM. through 9:30 PM.

Weekends from 9:00 AM. through 6:00 PM.

The building must be completely cleared not later than 10:00 PM on weekdays or 6:30 PM on weekends to allow the building to be closed promptly. Exceptions to these times must be approved in advance by the Board of Trustees and will be subject to a custodial surcharge.

RECYCLING

Recycling is a policy of our church. As a part of that policy, no Styrofoam cups, bowls, plates or other

Styrofoam articles are to be used by anyone at the church. Receptacles for recycling glass, tin, aluminum and paper will be available. Every organization is responsible for complying with this policy.

STORAGE

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

BICYCLES AND SKATEBOARDS

No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.

PARKING

Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. All vehicles must be parked according to the lined parking spaces. Parking is available on a first-come, first-served basis and excludes certain spots that may be specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

SECURITY

Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property. Our church maintains a video surveillance and recording system with cameras throughout our facility both inside and outside.

FINAL DECISIONS

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Board of Trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the Board of Trustees' directions or forfeit immediately the use of any part of the facility.

Arrangements for access into the church facility will be made upon approval of the Facilities Usage Agreement. If required, one electronic access key will be loaned to the responsible party during the scheduled facility usage. The key should be returned to the church office upon completion of the facility usage. **There is a \$20 deposit required for use of the electronic key that will be refunded upon return of the key.**

EMERGENCY SCHEDULING CONFLICTS

LUMC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible. In this case, a full refund will be made to the renting organization.

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Media, Pennsylvania 19063
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FACILITIES USAGE AGREEMENT

PLEASE COMPLETE ENTIRE FORM

Name of Organization or Event _____

Responsible Person _____

Non-Profit? ☐ Yes ☐ No Federal ID No. _____

Address _____

Organization Day Phone: _____ Fax _____

E-mail _____

Organization's Purpose/Mission _____

Event Name and Description _____

Date of Request _____

Contact Person's Name _____

Date(s) Requested _____ Start Time _____ End Time _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will the event be recurring? :

☐ One time only

☐ Monthly

☐ Weekly

☐ Multiple days

Which day of the week? : *(circle one)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

☐ Sanctuary (maximum of 275 people)

☐ Fellowship Hall (maximum of 200 people)

☐ Kitchen *(available only by special arrangement with the Board of Trustees)*

☐ Wesley Hall (maximum of 50 people)

☐ Conference Room (maximum of 25 people)

☐ Upper Habbersett (maximum of 50 people)

Anticipated Number of attendees: _____

Will an admission fee be charged? ___ Yes ___ No

Will tickets be sold? ___ Yes ___ No

Will food or drink be consumed? ___ Yes ___ No

I/we have read and understand the "Lima UMC Building Use Policy" and the "Rules and Regulations of the Board of Trustees". *(please initial here)* _____

Special Needs or Requests _____

Set Up Instructions _____

Release and Indemnity Agreement

This **Release and Indemnity Agreement** is between the above-named organization ("Organization") and Lima United Methodist Church of Lima, Pennsylvania ("church").

RECITALS

The church is the owner of the real property and improvements located at 209 North Middletown Road, Lima, Pennsylvania ("Property").

The Organization desires to use the Property described above for meetings and/or other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization's use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization's use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization's general liability policy.

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 remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the church Property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Name of Organization/Event: _____

Event Date(s): _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Address: _____

FOR OFFICE USE ONLY:

Board of Trustees Signature: _____

Request Approved: _____

Request Denied: _____

Agree Upon Fees:

- Room Rentals: \$ _____
- Electronic Fob Deposit: \$ _____
- Reserve the Date Fee: \$ _____
- Audio/Visual Support Fee: \$ _____ (separate check)
- Pianist/Organist from Lima UMC: \$ _____ (separate check)
- Custodial Service Fee: \$ _____
- Event Liaison Fee: \$ _____
- Clerical Support Fee: \$ _____
- Fellowship Hall Setup Fee: \$ _____
- Parking Support Fee: \$ _____