

Providence United Methodist Church

3716 Kemptown Church Road

Monrovia, Maryland 21770

301-253-4454

RULES for USE of SANCTUARY, FELLOWSHIP HALL, KITCHEN and GROUNDS

1. The church secretary must be contacted to schedule the date for any proposed use of Church Facilities.
2. No alcoholic beverages are permitted to be brought into or consumed on the premises.
3. Smoking is prohibited inside the buildings as well as anywhere on church grounds.
4. No gambling is permitted.
5. All Youth Groups and other youth organizations are required to be chaperoned by no less than two (2) adults, one of whom must be 21 years of age or older. In cases of coed activities there must be both a female adult and a male adult and both shall be over the age of 21.
6. Users must agree to follow Providence United Methodist Church's Safe Sanctuary Policy and acknowledge receipt of a copy of the policy.

7. HALL and KITCHEN USE:

- A. When using the hall and kitchen all activities should be confined to these areas. The basement and sanctuary are not to be entered unless these areas are needed for the activity and have been approved in advance by Trustees Committee.
- B. All appropriate kitchen equipment is to be turned off and the kitchen cleaned in accordance with the list posted on the inside of the ***kitchen*** closet door.
- C. Fryers are not allowed to be used under any circumstances.

8. SANCTUARY:

- A. The sanctuary may be used for the purpose of weddings, funerals, family reunions and special occasions IF approved in advance by the Church Secretary. The sanctuary should not be entered except under the above circumstances.
 - B. The sanctuary interior accordion door should be closed after use.
 - C. ***No food or drink is allowed at any time in the sanctuary.***
 - D. ***Only birdseed is permitted at weddings (rice is not allowed) and only at the main steps of the sanctuary.***
9. You are responsible for the removal (from the premises) of all trash that is accumulated from your use of the facilities.
 10. Lights are to be turned off and Heat should be turned back to 60 degrees. Air Conditioning should be turned off.
 11. All windows and exterior doors should be closed and locked.
 12. The facility shall be left as clean or cleaner as when you entered and all tables and chairs should be returned to the storage areas.
 13. Fire Extinguishers are located in the Kitchen by the rear door, in the fellowship hall on the wood column and in the sanctuary by the main entrance door.
 14. Maximum posted occupancy limits must be observed at all times. The maximum occupancy for the sanctuary is **153**. The maximum occupancy limit for the balcony is **35**. The maximum occupancy for the fellowship hall is **95**.
 15. Recurring church use will be addressed on a case by case basis.
 16. Fees listed below are to be paid no later than the day of the event and made payable to Providence United Methodist Church. Payments can be mailed to the attention of the **Church Financial Secretary, 3716 Kemptown Church Road, Monrovia, MD 21770.**

DESCRIPTION of USE

ACTIVE MEMBER

NON-MEMBER

1. Sanctuary	Donation	\$350
2. Fellowship Hall (includes Pavilion)	Donation	\$250
3. Kitchen & Fellowship Hall (includes Pavilion)	Donation	\$300
4. Sanctuary, Kitchen & Fellowship Hall (includes Pavilion)	Donation	\$500
5. Custodial Service	Donation	\$50
6. Music Director & Pastor should be contacted directly for <u>availability and amount of fee.</u>		

Approved by Church Council on April 9, 2013