



ROOM RENTAL COSTS:

Fellowship Hall (Total capacity is 200)

Rent -----\$200.00/ for 2hrs.+ \$100/hr. over 2 hrs..

Refundable Deposit-----\$300

Custodial Fee-----\$60.00 for 2 hrs + \$30 for each addition hour from deposit

Event Administrator-----\$20.00/hour

Library Meeting Room

Rent-----\$30.00/hr. or \$100/day

Youth Room

Rent-----\$55.00/hr. or \$160/day

Refundable Deposit-----\$100

Single Class Room

Rent-----\$45.00/hr. or \$140/day

**TIMONIUM UNITED METHODIST CHURCH
RULES AND REGULATIONS GOVERNING THE USE OF CHURCH PORPERTY
BY NON-CHURCH GROUPS**

It is the intention of the Church to be a good citizen and a good neighbor in the community. To this end, we offer the use of the Church facilities to outside groups that are involved in activities allied with this aim. The Church facilities will not be offered for use for any activity that the Pastor deems contrary to the general policies and beliefs of the Timonium United Methodist Church or the National United Methodist Church Organization.

The use of the Church building and property (herein referred to as the premises) can place the building and those inside and outside at risk from criminals or other persons who constitute a threat of theft or physical harm. For this reason, it is important that all groups become acquainted with the “RULES AND REGULATIONS” governing all phases of the use and security of the premises and the people therein.

1. All non-church groups wishing to make use of the Church facilities must request the same in writing to the Church office, using the APPLICATION FOR USE OF CHURCH FACILITES form provided by the Church office. Approval for use of the premises may also require the approval of the Senior Pastor as well as the Board of Trustees. Evidence of insurance indemnity for loss or damage may be required before use of the premises will be granted.
2. All non-Church groups must be represented by a responsible adult who shall be at the place of meeting at least 15 minutes in advance of the time and shall see that all is in order before leaving.
3. The Chairperson or designated responsible person from the non-Church group shall be responsible for the following:
 - a. No alcoholic beverages are permitted on the premises at any time.

- b. No gambling is permitted on the premises at any time.
 - c. No non-Church group shall schedule any selling-for-profit activity on Sunday.
 - d. Smoking will be permitted only in the parking lot areas.
 - e. The premises must be vacated no later than 9:00 p.m., unless otherwise pre-arranged with the proper authority.
 - f. In the event of any misconduct by members or guests of the non-Church group, the supervising adult or Church appointed security guard /custodian, may ask the guilty party to leave the premises.
 - g. The non-Church group should leave the meeting area in an orderly condition, cleaning up and replacing the furniture, unless pre-arranged for the custodian to perform this function.
 - h. Trash must be picked up and placed in containers then taken to the dumpster, located adjacent to the playground, unless pre-arranged for the custodian to perform this function.
4. If an access card needs to be issued to the outside door, the Church office should be contacted. A record will be made of the telephone number and address of the card recipient. The instructions on the colored index card should be followed. When the card is no longer needed, it should be returned to the church office and, where applicable, the \$10 deposit refunded. If an access card holder is replaced in the organization, notify the Church office of any turnover in card responsibility.
 - a. A person in the organization should be identified to attend the door until it appears that all have arrived. At no time should the door be propped open. There is a buzzer that may be rung to notify you that there are people at the door.
 - b. Under no circumstances should the doors be opened for persons other than those in your organization, unless they are a member of the Church and can be recognized or otherwise identified.
 - c. When leaving the building, please insure that all lights are extinguished (including the rest rooms) and the door is secured.
 5. The hanging of pictures, decorations and the like is generally prohibited, however where authorized, it shall be done in such a way that it does not mar or damage walls or woodwork. Use only blue painter's masking tape to affix items to painted or wooden surfaces. Never use transparent tape. Any decorations of a permanent nature must be cleared with the Church office, and in some instances the Senior Pastor as well as the Board of Trustees. Decorations shall be completely removed immediately following the activity, unless previous permission is given.
 6. Activities of non-Church groups using the premises shall be restricted to the area assigned. Loitering in the parking lot after an event or wandering in areas other than those designated to the organization cannot be permitted. Guilty persons may be asked to leave the premises by the supervising adult.
 7. The use of the pianos is restricted to organized activities. Pianos shall not be misused in any manner or moved without permission from the church staff.
 8. If any organization has been assigned a storage area, the equipment or property of the group shall be stored only in that designated place.
 9. Heat or air conditioning, when needed, will be turned on by the office staff, using time clocks to control the duration of the heating/air conditioning units.
 10. When the premises are used on Friday evening or Saturday day/evening, prior arrangements must be made with the Church office regarding the cleaning of spaces to be occupied and setting them up for use on Sunday morning.
 11. The rental cost for building use is subject to change as needed. Once an application is approved, the cost is locked in for that event.

12. The use of the Kitchen Facilities shall be in accordance with the approved Kitchen Rules. These rules are posted in the Kitchen and are available in the Church office.
13. Non-Church groups may use the Sanctuary and Chapel for sacred purposes with the Pastor's approval. Each is a place of worship and should be so treated. These places shall not be used as a corridor and small children shall not be permitted to play therein. If it is necessary to use additional chairs, props or other equipment in conjunction with rehearsals, plays, etc. it is imperative that these items be removed from the Sanctuary or Chapel immediately following their use. The Sanctuary must be kept ready for worship at all times. If pew hymnals are used they must be returned to the same pew rack from which they were taken. The Pastor must be consulted prior to rearrangement or placement of decorations in the Sanctuary.
14. The Parlor has been specially equipped to serve as a small meeting room, offering a pleasant, muted atmosphere for the conduct of small meetings of a social/business nature. Non-Church groups shall not be offered use of the Parlor in the same manner as the other rooms in the Church. Permission to use the Parlor must come from the Pastor. Generally, food will not be served or consumed in this room, unless means have been provided to protect the fine table surfaces.
15. The Organ may be used with the approval of the Church Organist and the Pastor. The Organist may use the organ and Church pianos for purposes of giving lessons.
16. Any damage done to the building or equipment must be reported to the Church Office. Users must assume liability for loss or damage to the Church property.
17. Automobiles belonging to those meeting at the church shall be parked only in the Church parking lot or at street curbs bordering the Church property. Let us not inconvenience our neighbors by using the parking spaces in front of their residences.
18. In the case of a church member arranging for use of the Church facilities on behalf of a non-Church group not associated with or sponsored by the Church, the permission of the Pastor and the Board of Trustees is required and all provisions of these regulations will apply.
19. Open invitations (via Facebook, Twitter or in any form) to private events planned to occur at the Timonium United Methodist Church are prohibited.
20. All activities with minor-aged children must be supervised by no less than 2 adults at all times.

These Rules and Regulations have been reviewed and understood. Signature below constitutes agreement by the Chairperson or Supervisor to abide by the Rules and Regulations and any addendums attached.

Chairperson or Supervisor

Date