

**FACILITY USE POLICIES  
GALILEE CHURCH  
45425 WINDING ROAD  
STERLING, VA 20165**

**GENERAL TERMS:**

Use of Galilee Church facilities is predicated on following these policies and processes as adopted by the Board of Trustees of the Church. All are subject to change but only by the specific, prior approval of the Senior Pastor, Executive Director or their designee.

This Policy does not apply to leases for ongoing tenants. Those agreements are handled separately.

The following activities will have priority status for building usage. Rentals to other groups will be made available only if they do not conflict with these priorities:

1. Galilee UMC scheduled or sponsored activities
2. Other United Methodist Church-sponsored activities
3. Community-based non-profit, recurring, or scheduled activities
4. Private gatherings/activities of Galilee church members

**APPLICATION AND APPROVAL FOR USE:**

1. Request for rental must be made through submission of a completed Building Use Request form. A decision on approval will be made within four business days and the applicant being notified via email or phone.
2. Upon approval, applicant must provide all required documentation and pay stated usage and deposit fees, as appropriate and arrange for key pickup during church office hours. Failure to provide such will result in denial of facility use.
3. Following use of the facility, applicant will ensure security, cleaning, and return of equipment as appropriate. Failure to perform as expected will result in denial of future use.
4. The Executive Director or his/her designee will serve as the point of contact on all questions of appropriate facility use.

**USAGE FEES:**

Galilee United Methodist Church is a registered 501(c) (3) organization that operates on a not-for-profit basis. As such,

1. Since increased activity results in increased expense such as electrical, water, sewage, cleaning, maintenance, and repair, these increased expenses will be offset by a Facility Usage Fee so as not to impact other mission areas of Galilee.
2. Wedding ceremony fees have a set rate and don't fall into the tiered fee structure.
3. There is a three-tiered fee structure to be applied for use:
  - i. Galilee sponsored activities and other charitable activities approved by Board of Trustees or the Executive Director. — no Facility Usage Fee
  - ii. Galilee members non-profit usage and other 501(c)(3) non-profit organizations — 50% Facility Usage Fee.\*
  - iii. Community and for-profit activities — 100% Facility Usage Fee

**LIABILITY:**

Renter agrees to hold Galilee harmless from any claim for damage or injury to persons or property of either Renter or guest of Renter or contractors engaged by Renter. Renter further must agree that Galilee will not be responsible for any personal items stolen or misplaced during use of the facilities. All renters, regardless of fee agreement, will sign a Facility Use Agreement annually to ensure compliance with liability waiver. At Galilee's discretion, renter may be required to provide a Certificate of Liability Insurance Coverage designating Galilee as the certificate holder.

#### **USAGE POLICIES:**

Following an approved Facility Use Agreement and submittal of required payment, facility use will be governed by the following rules:

1. Renter must ensure a safe and secure environment. Adult supervision of all activities is mandatory. Unsafe activities, practices, illegal substances, and all firearms are prohibited at all times in and on the church property.
2. Smoking is prohibited for all indoor activities.
3. Consumption of alcoholic beverages is prohibited at all activities on all premises.
4. Food and drink may be consumed only when specifically requested and approved. The Renter will remove all food and drink from the facility by placing it in the dumpster in the rear of the parking lot upon completion of the activity and will clean all crumbs, spills, etc.
5. Chairs, tables and other furnishings will be returned to the appropriate location.
6. Renter cannot affix anything to a wall without prior approval.
7. Failure of the Renter to be self-policing in safety, security, cleanup or other conduct may result in immediate and/or future cancellation of the activity.

#### **FACILITY USE FEE STRUCTURE**

All fees for rentals will be in accordance with Attachment A (Galilee United Methodist Church Facility Rental Fees).

**Galilee United Methodist Church  
FACILITY USE AGREEMENT**

FACILITY USE AGREEMENT entered into by and between Galilee United Methodist Church (Galilee), a nonprofit organization under IRS Code 501(c)(3) and \_\_\_\_\_ (Renter).

1.Renter shall pay the following Facility Usage Fees (see Attachment A) for use of the parking lot, gymnasium, classrooms, sanctuary, fellowship hall, kitchen, lavatories, and other noted areas within the facilities located at 45425 Winding Road, Sterling, Virginia 20165.

Furthermore, Renter agrees to pay Galilee a deposit of 20% at the time of booking. The deposit may not be refunded due to cancellation.

- Cleaning Fee \$ \_\_\_\_\_
  - Fellowship Hall \$ \_\_\_\_\_
  - Gymnasium \$ \_\_\_\_\_
  - Sanctuary \$ \_\_\_\_\_
  - Piano Tuning Fee \$ \_\_\_\_\_
  - Music Room \$ \_\_\_\_\_
  - Classrooms (Orig. Bldg) \$ \_\_\_\_\_
  - Wedding Ceremony Package \$ \_\_\_\_\_
- Total \$ \_\_\_\_\_

2.In accordance with the above facility use fees, the Renter agrees to the following for \_\_\_\_\_  
\_\_\_\_\_ for the following event  
\_\_\_\_\_.

3.Renter further agrees to pay the remaining amount of the use fee to Galilee no later than two (2) weeks prior to the date the facilities are to be used. If the total fee is not paid two (2) weeks prior to the requested use date, this agreement can be considered null and void, with the deposit in forfeit, and the Renter shall have no further claim on the deposit.

The due date for the final payment is \_\_\_\_\_ and is due in full.

If the Renter occupies the facilities for longer than originally reserved, the additional fee for the additional time used is due and payable to Galilee within 48 hours from the date the facilities were used.

4.Renter hereby agrees to use only the area and items described in this agreement. If any additional area or item is used without express written permission an additional usage fee may be charged by Galilee.

5.No decorations or other materials will be tacked, stapled, taped, or glued to any wall or ceiling. No access is permitted to other areas of the building without prior approval.

6.The parties hereto agree that there will be no consumption of alcoholic beverages of any kind inside or outside the building, anywhere on Galilee property. The United Methodist Church has a long-standing support of abstinence from alcohol as a faithful witness to God's liberating and redeeming love for persons.

7.Renter shall not use the kitchen or any kitchen appliance without prior approval. Renter is responsible for removing all food items brought onto the premises. Disposal into Galilee

trashcans is not sufficient; items must be removed from the premises and deposited in the designated trash area.

8. Renter hereby agrees to be responsible for any and all damage to the building, furniture, furnishings, and appliances that may be caused by Renter or by any guest of Renter.
9. No smoking is permitted within the building.
10. Renter hereby agrees to be responsible for any and all items removed from the facility.
11. Renter hereby agrees to hold Galilee harmless from any claim for damage or injury to persons or property of either Renter or guest of Renter or contractors engaged by Renter and Renter further agrees that Galilee shall not be responsible for any personal items stolen or misplaced during use of the facilities.
12. In the event Galilee determines that a policeman or guard is necessary, said personnel shall be provided at the sole expense of the Renter and approved by Galilee two weeks prior to the event.
13. Galilee staff shall have the right to be present at any time during the period the facilities are used.
14. The parties hereto agree that parking shall be available during the scheduled event and shall be promptly vacated after the event. Parking will accommodate normal passenger vehicles. Large trucks, vans, etc. may be parked by special arrangement with Galilee and in no case may block the fire lanes in the lots and adjacent to the building.
15. In the event Galilee's designated representative believes that the facilities are being misused, or any Galilee regulations being violated, this representative has the authority to terminate the function immediately and the Renter shall not be entitled to any refund for fees or deposits previously paid. The Galilee representative reserves the right at its sole discretion to remove from the premises any individual acting in a disorderly, disrespectful, or dangerous manner towards themselves or others.
16. The parties hereto are aware that Galilee is a church and in the event an urgent unforeseen requirement (e.g., funeral) should occur requiring use of the facility, it is understood that Galilee may occupy the facilities without prior notice to the Renter. In such event, the rental fee will be returned to the Renter.
17. Renter, its agents or guest shall not collect admission at the door on the date of the event for which the facilities are being used for the purpose of raising money for any purpose unless approval is granted in writing by Galilee. Any raffle, advertising of any kind or printed advertising for the event shall also be approved by Galilee in writing. Violation of this provision shall result in the immediate termination of this agreement as well as forfeiture of any deposits or fees paid and shall not be returned to the Renter.
18. Cancellation of this Agreement by the Renter shall be made to Galilee at least two (2) weeks in advance of the event or the security deposit will be forfeited.
19. Renter agrees to ensure that the exits are kept clear at all times.
20. Renter is not permitted to use A/V equipment in the sanctuary without qualified and approved A/V tech provided by Galilee United Methodist Church. Exceptions can be made with the approval of the business manager.

WITNESS the following this \_ day of \_\_\_\_\_, 201\_.

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

GALILEE UNITED METHODIST CHURCH

By: \_\_\_\_\_

Kathy Butler, Business Manager  
Galilee United Methodist Church  
Phone: 703-430-2203

**Attachment A**

**Galilee UMC Facility Rental Fees\***

Rates below all per hour unless otherwise specified.

	<b>Galilee UMC Sponsored Event</b>	<b>Non-Profit Organization or Non- Profit Galilee Member Use</b>	<b>Othe rs</b>
Gymnasium*	\$0	\$65	\$130
Multipurpose Room*	\$0	\$45	\$90
Fellowship Hall*	\$0	\$30	\$60
Original Building Classroom	\$0	\$20	\$40
Sanctuary**	\$0	\$45	\$90
Wedding Ceremony Facility Package Rate **	n/a	\$500 Package Fee includes sanctuary, 2 dressing rooms for bridal party, sacristy, and janitorial fee.	
Cleaning Charge Fee	\$0	\$100	

\* Cleaning fee may be required for events where food & beverage is served

\*\*When sanctuary is rented and AV is required, the following fees will apply: \$25.00 per hour (minimum 2 hour charge)