Galilee United Methodist Church

Facilities Usage Policy
January 1, 2025

Galilee United Methodist Church, located at 45425 Winding Road, Sterling, Virginia, makes their facilities available to groups or organizations for meetings or other events, whenever possible. For those meetings or events, that are not part of the ministry of Galilee UMC, certain fees have been established. Even if sponsored or endorsed by a ministry area of Galilee UMC, the Trustees may deem it necessary to charge certain usage fees.

Our facilities include the display of various symbols of Christian faith, especially the cross. While we desire to accommodate the needs of your group, we also ask that you give full consideration to the meaningful symbols of our community. Some of the crosses throughout our building are immovable. We do not permit draping the cross or hanging anything in front of it for the sole purpose of obscuring it.

Priorities

In all cases, the Senior Pastor will have the final say on facilities use.

1. Galilee worship service will have first priority.
2. Meetings or other events involving Galilee UMC ministries or programming will always have second priority.
3. Galilee UMC church member or congregant meetings or events that are in keeping with our mission will have third priority.
4. United Methodist District and/or Conference meetings or other events may have third or fourth priority, as determined by the Trustees Facilities Use Chair or Trustees designee, or a pastor.
5. Affiliated non-profit organizations' and community partnerships' meetings or events that are in keeping with our mission will be given consideration as fifth priority.
6. Non-affiliated individuals' and organizations' meetings or events that are in keeping with our mission will be given consideration as sixth priority.

General Guidelines and Requirements

1. For purposes of this policy, any reference to facilities includes reference to any property of Galilee UMC, including furniture, fixtures and equipment.
2. All groups or organizations, including church staff, congregants, governance boards, and outside organizations, are required to abide by all Galilee UMC guidelines, requirements, and other restrictions regarding usage of Galilee UMC facilities, as outlined in this policy.
3. Users of Galilee UMC facilities agree to use the utmost care in the use of Galilee UMC facilities and agree to leave Galilee UMC facilities in good, clean condition. Lights should be turned off and doors locked.
4. Cleaning fees may be included in the building usage fee as deemed necessary by the Trustees Facilities Usage Chair or designee. Pastors may review at their discretion.
5. All requests for usage of Galilee UMC facilities are subject to approval by the Trustees Facilities Chair or designees. A pastor may review at his/her discretion.
6. The Trustees Facilities Use Chair or designee will process the request for use of Galilee UMC facilities and compute the applicable fees. Each outside group or organization is required to submit a Building Use Request agreeing to this Facilities Usage Policy and pay all applicate fees thirty (30) days in advance of the event

date(s). ***The Certificate of Insurance must include Galilee United Methodist Church as an additional insured and certificate holder.***

7. Galilee UMC may require, in addition to usage fees, the payment of a refundable deposit. The deposit is to be refunded to the applicate group or organization after inspection by Galilee UMC or Galilee UMC facilities, following the group or organization's meeting or other event. The inspection must find that no damage resulted from usage of Galilee UMC facilities in connection with such meeting or event, and that the facilities are clean and returned to the facility's original configuration.
8. Galilee UMC reserves the right to schedule other activities and events in other areas of Galilee UMC facilities, concurrent with a group or organization's scheduled usage of particular rooms or facilities.
9. Requests outside the scope of this agreement are subject to time and materials fees.

Time of Use

Galilee UMC facilities are generally available for use Monday through Friday from 8:00 am until 9:00 pm and on Saturday from 7:00 am until 3:00 pm. Galilee UMC facilities are not available for use on Sundays and/or holidays before 2:00 pm. If Galilee UMC facilities are requested outside the above stated hours, prior approval must be obtained from the Trustee Facilities Use Chair or designee, or a pastor, and additional fees may be assessed.

Sanctuary or Youth Center Use

1. All events requesting the use of the Sanctuary or Youth Center will require a personal meeting with the Trustees Facilities Use Chair or designee to discuss full event details and gather information to determine whether or not the event can be supported.
2. Designated Trustee(s) will review the Building Use Request to determine if there are any conflicts or if the event contradicts the United Methodist Book of Discipline or the mission or principles of Galilee UMC. The pastors of Galilee UMC have final approval authority for all events.
3. All audio-visual (AV) equipment must be operated by Galilee UMC AV-trained congregants or staff. There may be an additional fee for use of AV equipment.
4. Food and/or beverages are not to be taken into or consumed in the Sanctuary.

The following Galilee UMC facilities are not available for non-church ministry or programming meetings and events:

1. The following rooms and equipment: nursery and classroom in the Education Wing (rooms 204, 205, 206, 207, 208, 209, 211, 304)
2. Galilee UMC playground and equipment
3. Galilee UMC staff offices
4. Music storage room
5. Sacristy
6. Worship furniture and equipment
7. Storage closets
8. Galilee sport equipment, unless pre-approved by a Galilee Trustee or designee. If Galilee sports equipment is used a certificate or insurance, with Gailee UMC as an additional insured and certificate holder, is required from the user group/organization before any use of the equipment.

General User Responsibility

Additional Requirements and Restrictions

1. No group or organization (whether or not a Galilee UMC member is affiliated with such organization) shall use any Galilee UMC facilities in any manner or for any purpose that is in conflict or contradicts the United Methodist Book of Discipline or the mission or principles of Galilee UMC.
2. The use of alcoholic beverages or drugs is strictly prohibited on Galilee UMC premises. The use of tobacco products is strictly prohibited in Galilee UMC buildings.
3. Weapons or any kind, including guns (concealed or not) are strictly prohibited in Galilee UMC facilities and on Galilee property. The only exception to this is law enforcement officers.
4. A non-Galilee group using the facility must have a minimum of two unrelated adults for any event including participants under 18 years of age. An event with more than twenty (20) participants must maintain a 1:10 ratio of adults to children at all times. Group leaders must comply with Virginia Child Abuse Laws (Codes 63.2-100 and 63.2-1509) with regard to the care of children and the mandatory reporting of child abuse.
5. Setup and teardown time for equipment, cleaning, and restoring the room to its original configuration must be included in the scheduled usage time for the meeting/event.
6. Rehearsal dates and times or move-in and move-out dates and times must be approved and scheduled by the Trustees Facilities Use Chair or designee and will be subject to availability of the premises and availability of storage space.
7. Those using Galilee UMC facilities must confine themselves to the rooms specified in their Building Use Request. The number of people in each area should not exceed the capacity limits of requested facility areas as listed below:

Room	Capacity	Room	Capacity
Sanctuary	422	Room 203	12
Multipurpose Room	49	Adult Room 1	16
Gym	300	Adult Room 2	15
Room 200	10	Adult Room 3	8
Room 202	10	Adult Room 4	86

8. Users may not take tables and/or chairs and/or other items, from other rooms and/or areas of Galilee UMC facilities without prior authorization. No furniture or equipment may be moved without knowledge and permission of the Trustees Facility Use Chair or designee.
9. Galilee UMC musical instruments, including pianos and organ, may not be used without the signed consent of the Gailee Music Director or designee. A request to use the organ will be granted only after the person who is to play the organ has been instructed on its use by the Galilee UMC Music Director.
10. Kitchens are not to be used by outside groups or organization unless kitchen use is specifically included in the Building Use Request.
11. Individuals and groups seeking to use kitchen facilities must be trained by a designated staff person or volunteer prior to holding the event.
12. Non-church individuals and groups using kitchen facilities may use pots and pans and kitchen utensils in the kitchen. They may not use other supplies or consumables in the kitchen.
13. Galilee church groups using the kitchen facilities may use kitchen utensils, pots and pans, etc., but not consumables. All individuals and groups using the kitchens must clean and replace anything used, as well as cleaning the kitchen itself. Questions may be directed to the Trustees Facilities Use Chair or designee.
14. No paints, tapes, glues, or other substances may be used, not carpentry, electrical, or other construction work done, on Galilee UMC premises without prior approval by Galilee UMC Trustees.
15. No oil based paint, flammable liquids, fire producing chemicals and/or open flames in any form may be used without the approval of Galilee UMC Trustees.

16. No signs, posters, banners, flags, streamers, or other items are to be attached or hung within or outside Galilee UMC facilities without prior approval by Galilee UMC Trustees Facilities Use Chair or designee.
17. No helium-filled balloons or fog machines may be used in the Sanctuary or gym.
18. All scenery or props must be freestanding. No nails, screws, or stage hooks may be used to attach anything to walls, ceilings, floors, or furniture. All materials used must be non-combustible or have been treated so as to be made fire-retardant.
19. In the event of damage to Galilee UMC facilities, those using any Galilee UMC facilities shall accept the amount of repair or replacement costs as estimated, or otherwise determined by Galilee UMC Trustees or their designee and shall pay Galilee UMC for such repair and replacement costs, to include materials, equipment rental and labor, upon demand.
20. Any articles of property left on Galilee UMC premises by those using Gailee UMC facilities shall, after a period of fourteen (14) days, be deemed responsible or liable for any loss or theft of, or any damage to any articles of property of any group or organization or any member thereof.
21. Galilee UMC does not furnish any security services, or any other services except as expressly provided for in this policy and a user's Building Use Request.
22. Galilee UMC's name shall not be used by any group or organization in any manner in advertising or other publicity or any other oral or written statements that indicates or implies that Galilee UMC endorses and/or sanctions such group or organization or its meeting, event, mission or principes, except for any reference to Galilee UMC solely as the location of the applicable event, or as may otherwise be expressly approved in writing by Galilee UMC Trustees.
23. The transfer or passing on by any group or organization of permission to use Galilee UMC facilities to any other persons or organizations is strictly prohibited.
24. Those using Galilee UMC facilities agree to release, protect, defend, indemnify and hold harmless Galilee UMC and its trustees, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, cost and expenses (including without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Galilee UMC facilities.
25. Organizations must provide a Certificate of Insurance listing coverage of $1 million per occurrence in effect as of the date of the event. Galilee United Methodist Church must be listed as an additional insured *and* certificate holder. Organizations will be notified of this requirement at the time of event scheduling.

Questions may be directed to:

Galilee Board of Trustees
Galilee United Methodist Church
45425 Winding Road
Sterling, VA 20165
Office: 703-430-2203
Email: trustees@galileeumc.org

This policy is applicable to use of Galilee UMC facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of Galilee UMC facilities. Without prior notice and at any time for any or no reason, Galilee UMC specifically reserves the right to (1) construe and interpret these or any other Galilee UMC policies, (2) apply, maintain and administer these and any other Galilee UMC policies at Galilee UMC discretion and (3) modify, change or terminate these or any other Galilee UMC policies in whole or in part. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No Galilee UMC representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement and Fee Schedule without the express written approval of Galilee UMC Pastor or Trustees Chair.