

POLICIES AND GUIDELINES

For the use of the facilities
of

Cedarville United Methodist Church

1092 Laurelwood Rd, Pottstown, PA 19465

610-326-4173

The following statements regarding the use of the facilities of Cedarville UMC shall serve as the official policy of our congregation and community groups desiring to use those facilities. Any deviation from this official policy shall be only with the prior approval of the Board of Trustees.

In order to prevent misunderstanding and embarrassment, copies of this policy shall be readily available to the membership of the church, and to any person or group wishing use any of the church facilities.

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1.0 Our Philosophy

1.1 The facilities at Cedarville United Methodist Church, including the Sanctuary, Fellowship Hall, the Family Life Center, Memorial Hall, the Parsonage, the Pavilion, and the Prayer Garden, have been constructed for the glory and worship of God, and to serve the worship, fellowship and social needs of the congregation. Additionally, Cedarville's congregation has a sincere desire to be of service to the surrounding community.

1.2 It is our belief that as we serve each other and neighbors, we serve Christ. For this reason, our facilities are open to members of Cedarville UMC and non-members for constructive use. All requests are subject to evaluation and approval by the Board of Trustees. All fees, terms and conditions are subject to adjustment by the Board of Trustees upon request, on a case-by-case basis. Congregational functions will receive priority over non-congregational activities.

2.0 Definition of Membership

2.1 The words "Member" and "Membership" in this document mean a member of the local congregation of Cedarville United Methodist Church, as defined by the United Methodist Book of Discipline, 2004, paragraph 215: "Membership of a local United Methodist Church shall include those who have been baptized and those who have professed their faith. ¹ The baptized membership of a local United Methodist Church shall include all baptized people who have received Christian baptism in the local congregation or elsewhere, or whose membership has been transferred to the local United Methodist Church subsequent to baptism in some other congregation." Any person who has not joined the local congregation of Cedarville United Methodist Church by confession of faith or transfer, is a non-member.

2.2 Any group or organization specifically sponsored by Cedarville UMC will be considered a member. Any group or organization not specifically sponsored by Cedarville UMC, is a non-member.

2.3 Members have a vested interest in the upkeep of all of the facilities at Cedarville United Methodist Church. It is expected that any member who notices a problem or irregularity with any aspect of the facilities will notify the Sexton or a member of the Board of Trustees as soon as possible. It is also expected that, where fees and donations that are required for non members are waived for members, members will make a donation to Cedarville church to help defray the wear and tear, maintenance, utility, and other expenses resulting from their use of the facilities, as well as to cover future replacement costs of equipment and furnishings.

3.0 Requesting Use of the Facilities

3.1 All requests for use of the Sanctuary, Fellowship Hall, the Family Life Center, Memorial Hall, kitchen, pavilions, class rooms, prayer garden or other church facilities by congregational members or non-members should be made in writing on the Request for use of Facilities at Cedarville United Methodist Church form provided (see section 18 of this document), and submitted to the Office Administrator. The Office Administrator will advise the applicant of the availability of the requested facility and arrange to have an authorized representative of that group make

any necessary deposits and sign the Agreement of Use contract, if the event requires a contract.

3.2 If the applicant will be charging a fee for their event, the request for use **must** be approved by Cedarville UMC's Board of Trustees. The Board of Trustees meets the second Wednesday of each month, therefore the request should be submitted to the church office or placed in the Trustees mail box in a timely fashion. After the monthly Board of Trustees meeting, the Office Administrator will advise the requesting group of approval or denial of the request for use, and of the applicable charges, and arrange to have an authorized representative of that group make any necessary deposits and sign the Request For Use of Facilities form (Section 18). The Trustees will determine facilities usage fees for all events, based on the fees charged to the attendees, the purpose of the event, the sponsor of the event, and other relevant factors.

4.0 Use of Facilities by Church Members

4.1 Any one who is a member of Cedarville UMC may request the use of the church facilities for a wedding, family gathering, or other appropriate private event. There will be a donation (See Schedule of Donations 12.0) required to help defray utility and other expenses. It is expected that all equipment will be properly cared for and returned to its customary location. Any additional donation to the church to cover utility and other costs is appreciated. Any damage to equipment or property should be reported to the Sexton and replaced or repaired by the user as approved by the Trustees. If there is a question as to the appropriateness of the event, permission to use the facilities will be determined by the Board of Trustees of Cedarville UMC.

4.2 Members must schedule use of the facilities through the church office, following the procedure above for requesting the use of the church facilities. Parents or grandparents who are members may reserve the facilities for use by their children or grandchildren, regardless of the membership of the children or grandchildren. Children or grandchildren may reserve the facilities for use by their parents or grandparents, regardless of the membership of the parents or grandparents.

4.3 It is the responsibility of the Member to contact the necessary persons required for the event (organist, Sexton, AV Coordinator, Event Host, etc.) The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document.

4.4 Supplies in the church kitchen are reserved for church functions only. Members using the facilities for private events are expected to bring their own condiments, paper supplies, plastic ware, etc.

5.0 Use of Facilities by Non Members/ Not for Profit Organizations

5.1 Any individual, family, or group that is NOT a member of Cedarville UMC or not sponsored by Cedarville UMC may request the use of the church facilities for a wedding, family gathering, community meeting, or other appropriate private or group event. If there is a question as to the appropriateness of the event, it will be determined by the Board of Trustees of Cedarville UMC.

5.2 Non members must schedule their use of the facilities through the church office

following the procedure above for requesting the use of the church facilities.

5.3 There will be a donation required depending on the room used and the event, with a \$50 deposit required to hold the room and date. See section 12 and 13 for schedules of Donations and Fees. The deposit should be submitted to the church office with the signed Request For Use of Facilities form (Section 18). Fees may be reduced or waived at the discretion of the Board of Trustees, which meets only on the second Wednesday of each month. A non-member may be charged additional fees after the event if clean up by the user is not sufficient and the facility used is not left clean and orderly, It is expected that all equipment will be properly cared for and returned to its customary location. Any damage to equipment or property should be reported to the Sexton and replaced or repaired by the user as approved by the Trustees.

5.4 It is the responsibility of the person who signs the Request to Use the Facilities form to contact the necessary persons required for the event (organist, Sexton, AV Coordinator, Event Host, etc.) The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document.

5.5 Supplies in the church kitchen are reserved for church functions only. Non-members using the facilities are expected to bring their own condiments, paper supplies, plastic ware, etc.

6.0 Use of Facilities by Members of Temple UMC and Shenkel UCC

6.1 Members of Temple UMC and Shenkel UCC may request the use of the church facilities for a wedding, family gathering, community meeting, or other appropriate private or group event. If there is a question as the appropriateness of the event, it will be determined by the Board of Trustees of Cedarville UMC.

6.2 Members of Temple UMC and Shenkel UCC must schedule their use of the facilities through the church office following the procedure above for requesting the use of the church facilities.

6.3 Members of Temple UMC and Shenkel UCC are regarded as members of Cedarville when requesting the use of the Sanctuary or picnic pavilion and will be expected to make the same donations as members when using the Sanctuary or picnic pavilion.

6.4 Members of Temple UMC and Shenkel UCC are regarded as non members of Cedarville when requesting the use of the rest of the facilities at Cedarville UMC, and will be expected to make the same donations as non members when using any of Cedarville's facilities other than the Sanctuary or picnic pavilion.

6.5 It is the responsibility of the person who signs the Request to Use the Facilities form to contact the necessary persons required for the event (organist, Sexton, AV Coordinator, etc.) The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document.

6.6 Supplies in the church kitchen are reserved for church functions only. Anyone using the facilities is expected to bring their own condiments, paper supplies, plastic

ware, etc.

7.0 Use of Facilities by For Profit Organizations

7.1 Any person(s) or group(s) wishing to use any of the facilities and charging a fee or making a profit must schedule their use of the facilities through the church office following the procedure above for requesting the use of the church facilities.

7.2 In addition, the request must be approved by the Board of Trustees of Cedarville UMC. The Board of Trustees meets the second Wednesday of each month, therefore the request should be submitted to the church office or placed in the Trustees mail box in a timely fashion. After the monthly Board of Trustees meeting, the Office Administrator will advise the requesting group of approval or denial of the request for use, and of the charges.

7.3 Any person(s) or group(s) using any of the facilities and charging a fee or making a profit will be charged a Facilities Use Fee set by the Trustees in proportion to the size of the group, what room they use, the length of the meeting, and the frequency of the meetings. There will be no additional Sexton's fees. Long-term contracts may be arranged.

7.4 It is the responsibility of the person who signs the Request to Use the Facilities form to contact the necessary persons required for the event (organist, Sexton, AV Coordinator, Event Host, etc.) The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document.

7.5 Supplies in the church kitchen are reserved for church functions only. Anyone using the facilities is expected to bring their own condiments, paper supplies, plastic ware, etc.

8.0 Event Host

8.1 In order to lessen the burden the use of Cedarville's facilities would otherwise place on the Sexton, the volunteer position of Event Host has been created. The Event Host will help the users comply with Cedarville UMC's facilities use policies, answer user questions, and facilitate amicable relationships between those who use the facilities for specific events and others.

8.2 All members of Cedarville UMC are encouraged to become Event Hosts. Youth age 15 and older who have completed Confirmation Class and joined Cedarville UMC are full members and may become Event Hosts. Non-members and Friends of Cedarville may become Event Hosts upon approval of the Trustees. Event Host training will be available from the Trustees on a regular basis, and trained Event Hosts should attend an annual review session in order to maintain their eligibility.

8.3 **EVERY EVENT AT CEDARVILLE UMC MUST HAVE AN EVENT HOST!!**

Committee meetings, Commission meetings, regularly scheduled Scout meetings, regularly scheduled rehearsals and practices, are expected to have at least one member of their group trained as an Event Host and present at their meeting. Rental groups and other groups who do not have a member who is trained as an Event Host must coordinate through the Event Host Coordinator, designated by the Trustees.

Special events must have an Event Host. Cedarville Church events must have an

Event Host. Multiple groups meeting at the same time may share an Event Host.

8.4 If a group cannot provide an Event Host from amongst its members, it must contact the Event Host Coordinator who will try to find a trained Event Host for the event. The Event Host will unlock the building for the group and lock the building when the group is done, and remain on the premises while the group is meeting, so the Event Host must be paid for the duration of the groups' use of the facilities including set up and clean up.

8.5 Duties of the Event Host

The Event Host will:

- 1) Be familiar with the Policies and Guidelines for using the facilities at Cedarville UMC, including Kitchen Use guidelines.
- 2) Look at the "Request to use the Facilities" form (you may take a copy of the form) to:
 - a) be sure of any special circumstances or needs
 - b) verify the timing of the event
 - c) identify the contact person and person in charge of the event.
 - d) verify if Kitchen Use has been requested
 - e) verify if AV use has been requested
- 3) Contact the contact person on the "Request to use the Facilities" form before the event, verify the beginning and ending times of the event including set up.
- 4) Obtain a Master Key from the church office before the event. If multiple events are happening at the same time, the Sexton will have the building unlocked.
- 5) Arrive before the starting time noted on the "Request to use the Facilities" form
- 6) Unlock the building and lock off areas to which the participants should not have access, as appropriate for the event.
- 7) Be sure any parking lot attendants wear orange vests at all times and use flashlights at night.
- 8) Turn on/off AV equipment
- 9) Help the guests use the facilities properly
- 10) Be sure the parking lot lights will remain on if the event ends after 10:30 PM.
- 11) Find mops/brooms/dust pans etc so that the guests may clean up as necessary
- 12) Help the guests re-set all furniture, clean, sweep, etc., leaving the facilities, including the kitchen, in the proper order.
- 13) Clean up if it is a "paying guest", as agreed to with the Sexton.
- 14) Be sure the guests empty the trash cans and put in new trash bags (unless it is a paying guest)
- 15) Unlock any interior doors and lock the building.
- 16) Leave after the last guest leaves. Note that this may be later than the time on the "Request to use the facilities" form
- 17) Inform the Sexton AND Trustees of any incidents, unusual events, improper usage, breakage, etc.
- 18) Return the Master Key to the person designated by the Trustees (for 2009 this will be Susan Morris, Cedarville's Office Administrator, at the church office.)

9.0 Weddings

9.1 For information and guidelines on considering Cedarville United Methodist Church for your wedding, please contact the Church Office Administrator (see contact information in Section 17 of this document).

10.0 Receptions and Banquets

10.1 All reception and banquet requests must follow the policy guidelines, including the procedure above for requesting the use of the church facilities. A 50% deposit, which should be submitted to the church office with the signed Agreement to Use the Facilities contract, will be required to hold the date. The date is not secured until the contract and deposit are received by the Church Office Administrator.

10.2 The caterer or cook must contact Cedarville UMC's Certified Food Manager or his/her designee (obtain name from church office) at least 2 weeks before any banquet. All policies of the Food Services Team must be followed. See section 17.0 Contact Information near the end of this document.

10.3 When groups pay for the use of Fellowship Hall or the Family Life Center, the Sexton and staff will set up tables and chairs and put them away. A group must contact the office with the final count 3 days before any event so that the Sexton will know how many tables and chairs to set up. The group may request a certain table arrangement, but the church is not responsible for particular table arrangements unless a group representative speaks with the Sexton in person about the arrangement and the arrangement is approved by the Sexton. Groups may set up tables and chairs themselves, but must still pay the Sexton's fee.

10.4 It is the responsibility of the person who signs the Request to Use the Facilities form to contact the necessary persons required for the event (organist, Sexton, AV Coordinator, Event Host, etc.) The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document.

10.5 Supplies in the church kitchen are reserved for church functions only. Anyone using the facilities is expected to bring their own condiments, paper supplies, plastic ware, etc.

11.0 Funerals

11.1 Funerals may be scheduled through the church office or directly with the Pastor. A donation is expected for the use of any Cedarville facilities (See Section 12 Schedule of Donations). No additional donation will be requested for the use of the Sanctuary for a funeral service. The family and/or funeral director should meet with the Pastor as soon as possible to discuss arrangements. The Pastor or Church Office Administrator will notify the Sexton of the arrangements in time to make the physical arrangements necessary for the service and reception (if desired).

11.2 The family is responsible for contacting the Food Services Team or other caterer for reception food arrangements (See Section 13 – Schedule of Fees.) The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document.

12.0 Schedule of Donations Required for the Use of the Facilities

12.1 The donations required for the use of the facilities are due in full one week before the event, and are:

All members are required to give a \$50 donation for any private use of the facilities.

	<u>Member</u>	<u>Non Member</u>
Fellowship Hall	\$50	\$50/hour
Family Life Center	\$50	\$500 for 4 hr. plus \$100 each additional hour
Large downstairs classroom (105)	\$50	\$100/hour
Other downstairs classrooms	\$50	\$50/hour
Kitchen, full use, your caterer	\$50*	\$200 flat rate*
Kitchen, serve only - no equipment use	\$50*	\$100 flat rate*
	*must provide copy of Food license	
Pavilion and grounds	\$50	\$100/event
Grange	\$50	Not Available

13.0 Schedule of Personnel and Equipment Fees Required for the Use of the Facilities

13.1 The fees required for the use of the facilities are due one week before the event, and are:

	<u>Fee</u>
Sexton	Included in rental
Organist (wedding and rehearsal)	\$200
AV Technician (Minimum of 3 hours)	\$25/hour
Event Host	Included in rental
Use of Candles and candelabra	\$50
Nursery Room	\$50

14.0 Use of the Kitchen

14.1 All uses of the kitchen must comply with county and state regulations.

14.2 Rules and regulations regarding the use of the kitchen will be found posted in the Kitchen.

14.3 All uses of the kitchen must be pre approved by Cedarville Church's Certified Food Managers. The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document. (See Section 13 – Schedule of Fees.)

15.0 Use of AV Equipment

15.1 Two corded microphones are available for use without a Cedarville AV technician. However, the AV coordinator must be contacted to obtain these microphones. This should be done well in advance of your event. The contact

information can be obtained from the church office and from section 17.0 Contact Information near the end of this document.

15.2 Wireless handheld microphones, wireless lapel microphones, a CD player and a cassette player are available; a Cedarville AV technician is required to operate them at all times. (See Section 13 - Schedule of Fees)

15.3 If ANY AV equipment will be used for an event, the AV co-ordinator must be contacted when the Request to use the Facilities has been approved. The person who makes the request is responsible for initiating this contact. If those requesting the use of the facilities do not contact the AV coordinator, no AV equipment will be made available. The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document.

16.0 General Rules/Additional Information

16.1 All uses of Cedarville UMC must meet county and state regulations. This is especially important in regards to the use of the kitchen, and particularly important when planning and effecting fund raising events.

16.2 Persons or groups using any of the facilities should confine their activities to the area of use approved and the public restrooms.

16.3 Parking is allowed only in designated parking spaces. As at any public facility, handicap placards are required to use the handicapped parking spots. Fire lanes and driveways must be kept clear at all times. Groups whose members consistently ignore parking regulations may have their permission to use the facilities rescinded. NORCO police will ticket those parking illegally, the minimum fine for a parking violation is \$25.00.

16.4 Any group using the facilities may request use of the nursery/toddler areas for pre-school age children. The group must have at least 2 mature, responsible people present with the children at all times, and children must remain in the nursery/toddler area or be with their parents. There will be no extra charge for use of the nursery/toddler area, however a deposit (See Section 13 – Schedule of Fees) must be submitted with the Request for Use of Facilities. This deposit will be returned when the Sexton determines that there were two mature, responsible people present with the children at all times, and the area was left clean and orderly. NB: This deposit may be a check that will not be cashed/deposited unless necessary, and may be returned by the Sexton at the end of the event.

16.5 It is the responsibility of the person or group employing professional florists, caterers and photographers to acquaint them with all rules and customs regarding the facilities at Cedarville UMC.

16.6 No flash photography is allowed in the Sanctuary during sacred ceremonies. You may return to the Sanctuary after the ceremony to take pictures.

16.7 Any group of youth using the facilities must be accompanied by an adult or advisor over the age of 18 who has accepted responsibility for the group.

16.8 No food or drink is permitted in the class rooms, Family Life Center or Fellowship Hall (except during banquets and receptions) without prior approval. All food and drink and trash from food and drink must be removed from the room at the end of the event. If the Sexton determines that food or drink is being used in these rooms, permission to use the rooms may be rescinded. No food or drink is permitted in the Sanctuary.

16.9 Any broken equipment or damage to the facility is the responsibility of the user/group and should be reported to the Sexton, the Office Administrator, or to a member of the Trustees immediately. The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document

16.10 The noise level of any activity should not interfere with any other activity that might be held at the same time.

16.11 Cedarville United Methodist Church is a drug, alcohol and tobacco free facility. There will be no drug, alcohol, or tobacco use allowed in any building or anywhere on the property. Anyone who is found drinking, smoking, using or under the influence of illegal drugs while on the premises will be immediately asked to leave, and appropriate legal action will be taken. Groups whose members violate this policy will be denied further use of the facilities.

16.12 Groups sponsored by Cedarville UMC will not be charged to use any facilities, but may be charged appropriate Sexton's fees if clean up by the group is not sufficient and the room is not left neat and orderly.

16.13. Every group that uses facilities at Cedarville must schedule their use of the facilities through the church office. This includes Scout groups, and any other group that meets regularly. Groups which meet regularly may schedule once each year during what ever month makes the most sense for them (usually Sept. or Jan.) but every group must have a current Request for use of Facilities form on file in the office in order to meet at Cedarville.

16.14 Kitchen use is governed by the Food Services Team. Anyone wishing to use the kitchen, or any supplies or equipment in the kitchen, must contact the Food Services Team before their event. No one may use any portion of the kitchen or anything in the kitchen for any purpose without the permission of the Food Services Team.

16.16 AV use is governed by the AV committee. Anyone wishing to use any audio/video equipment in the facility, even equipment that is included in the facility rental, must contact the AV Committee before their event. No one may use any of Cedarville Church's AV equipment for any purpose without the permission of the AV Committee.

16.17 The Board of Trustees reserves the right to impose, modify, or waive fees for the use of the facilities of Cedarville UMC. Any individual, group, or organization may request modification of fees from the Board of Trustees at a regularly scheduled meeting, the second Wednesday of each month. The President of the Board should be contacted before the meeting so that the request may be added to the agenda.

16.18 The Board of Trustees reserves the right to determine if any specific use of the

facilities is appropriate. Any questionable use of the facilities should be brought to the attention of the Board of Trustees, preferable before any permission to use the facilities is granted.

16.19 The Board of Trustees reserves the right to prohibit any individual, group, or organization from using the facilities of Cedarville UMC.

16.20 The Board of Trustees reserves the right to rescind permission to use the facilities if it has already been granted. Permission to use the facilities WILL be rescinded for any group or organization that does not honor their obligations and use the facilities properly, or leave the facility used clean and orderly. Permission to use the facilities WILL be rescinded for any group or organization whose purpose or meeting purpose is immoral or illegal. Permission to use the facilities may be rescinded for any group or organization whose purpose or meeting purpose is not compatible with the values, goals, aims, and methods of Cedarville Church or the United Methodist Church.

16.21 Any questions regarding interpretations of this document and the policies therein will be determined by the Board of Trustees.

16.22 The Board of Trustees reserves the right to change this document and any attachments at any time, including required and requested fees and donations. However, existing agreements will be "Grandfathered" until the existing "Request For Use of Facilities" document expires. (One year from request, two years for weddings.)

17.0 Contact Information

17.1 Church Office Administrator- Susan Morris, 610-326-4173

17.2 Pastor- Rev. Sherry Lantz, 610-326-4173

17.3 Board of Trustees, President, 2009- Jere McDonald, 610-323-0582

17.4 Event Host Coordinator – Please contact Church Office

17.5 Sexton- Jim Jones, 610-326-2870

17.6 Authorized Food Handler- Warren Mauger, 610-948-5094

17.7 AV Coordinator- Mike Waltemyer, 610-406-9381

**Request for use of Facilities at
Cedarville United Methodist Church**

(Page 1)

Person requesting use:

Name: _____
 Address: _____
 Phone: _____

Group requesting use:

Name: _____
 Purpose of Organization: _____

Room Request:

Room(s) Requested: _____
 Date Needed: _____
 Time Needed (including set up and clean up): from _____ to _____
 Time of Event: from _____ to _____

Type/Purpose of activity
 (Please describe in detail)

Estimated Attendance:

Adults: _____ Youth: _____ Children: _____

**Food/Beverage
Information:**

(see section 9, 13, & 15.8)

Type of food/beverage to be served:

 I understand that we must provide our own condiments, plates, cups, napkins, serving utensils, etc.

Nursery/Toddler area:

(for pre-school age children)
 (see section 15.4)

Use requested: Yes: No:
 If yes, I understand that, in order to use the Nursery/Toddler area, we must have at least 2 mature, responsible people present with the children at all times, and children must remain in the nursery/toddler area or be with their parents.

AV Equipment:

(deposit required)
 (see sections 12 & 14)

(AV technician required)

YOU MUST CONTACT THE AV COORDINATOR IF YOU WILL USE ANY AV EQUIPMENT, or the equipment may not be available.
 2 wired microphones are available in the FLC or Sanctuary.
 Use requested: Yes: No:
 Additional wireless and lapel microphones, Video, CD and Cassette player are available, but require the presence of our AV technician.
 Use requested: Yes: No:
 You must contact the AV Coordinator (Contact info. see section 16)

**Request for use of Facilities at
Cedarville United Methodist Church**

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**Donation/Fee/Deposit
Information:**

Required Donation or Fee for the use of area(s)/equipment: (from sections 12 & 13): \$ _____ Date/Time Deposit paid: _____ Deposit amount: \$ _____ Type of Deposit: Check # _____ Other: _____

AV Representative:
(Assigned by AV Coordinator)

Name: _____ Phone #: _____

Event Host:
(May be assigned by Event
Host Coordinator)

Name: _____ Phone #: _____

I am familiar with and understand the POLICIES AND GUIDELINES For the Use of the Facilities of Cedarville United Methodist Church.

I acknowledge that it is MY/OUR responsibility to contact the necessary persons required for this event (organist, Sexton, AV Coordinator, Event Host, Food Service Team, etc.) The contact information can be obtained from the church office and from section 17.0 Contact Information near the end of this document.

I understand that Cedarville United Methodist Church is a drug, alcohol and tobacco free facility. There will be no drug, alcohol, or tobacco use allowed in any building or **anywhere on the property**. Anyone who is found drinking, smoking, using or under the influence of illegal drugs while on the premises will be immediately asked to leave, and appropriate legal action will be taken. Groups whose members violate this policy will be denied further use of the facilities.

Signature of Responsible Individual

Title

Date/Time

Cedarville United Methodist Church

1092 Laurelwood Road, Pottstown, PA 19465
 610-326-4173 FAX 610-326-6422
 www.cedarvilleumc.org

