

**Facilities Use Policy**  
**Cedarville United Methodist Church**  
1092 Laurelwood Rd, Pottstown, PA 19465 610-326-4173  
Revised 02/18/2020

## 1.0 General Use of the Facilities

The facilities at Cedarville United Methodist Church are available to both members and non-members for public as well as private functions. Active Cedarville organizations (i.e. nursery school, scouts, etc.) may utilize available facilities without additional Trustee approval if the facility is available (coordinate through the church office) and no special condition (i.e. fund raiser or foodservice) will be included in the event.

All requests are subject to evaluation and approval by the Board of Trustees. All fees, terms and conditions are subject to review and approval by the Board of Trustees and each usage request will be taken on a case-by-case basis. Congregational functions will receive priority over non-congregational activities.

All requests for use of Facilities at Cedarville United Methodist Church shall be made in writing (complete the Facilities Usage Request Form) and submitted to the trustees for review and approval through the Office Administrator (either hard copy or by way of e-mail).

All requests should be furnished 2-3 days prior to the Trustee's meeting normally held the second Wednesday of each month. Status of the requested usage and determined fee will be provided to the requestor by the Office Administrator after review. Reservation will not be finalized until receipt of any required deposit and a signed usage agreement.

It is the responsibility of the person who signs the Facilities Usage Request to contact the necessary support persons required for the event (i.e. organist, Sexton, AV Coordinator, etc.). The contact information is listed below or may be obtained through the church office.

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

Members of Temple UMC and Shenkel UCC are regarded as members of Cedarville when requesting the use of the Sanctuary or picnic pavilion. They are regarded as non-Cedarville UMC members of Cedarville when requesting the use of the balance of the facilities at Cedarville.

Fees for usage may be waived for Non-profit organizations at the discretion of the Trustees. Charges for participation in the event will be considered when evaluating such waiver.

Users are required to maintain adequate primary insurance coverage for liability and property damage and agree to hold the church harmless in the event of a claim for such.

CUMC's kitchen is inspected and licensed by Chester County. By law, all food preparation in the kitchen and serving must be supervised by a Certified Food Manager.

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## 2.0 Weddings

Use of the facilities for weddings is not covered by the normal request for usage and must be coordinated separately through the church office. Contact the Office Administrator for additional guidelines.

## 3.0 Funerals

Funerals may be scheduled through the church office or directly with the Pastor. Funerals are considered a service of the church. A donation may be offered for the use of any Cedarville facilities at the discretion of the family. 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).

The family is responsible for contacting the Food Services Team or other caterer for reception food arrangements.

## 4.0 Facilities Available / Size/ Special Requirements

Fellowship Hall approx. 50 people

Family Life Center approx. 200 people

Large downstairs classroom (105) approx. 50 people

Other downstairs classrooms approx. 20 people

Pavilion approx. 30 people

Grange (Shephelah Area) Open to members only and requires adequate adult supervision.

Parking Lot and grounds dependent upon activity planned

Kitchen – food preparation and serving requires the presence of a Certified Food Manager. Outside caterers must provide copy of their Food Manager Certificate. All kitchen use must be coordinated with the CUMC Food Service Team and may incur additional fees.

FLC A/V Equipment – Must be coordinated with the A/V Coordinator and may incur additional fees.

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### 5.0 Usage Fees

These fees are due, in full, one week before the event.

Facility	Member	Non Member
Fellowship Hall	\$50/hour	\$50/hour
Family Life Center	\$100 for 4 hrs (extra @ \$50/hr)	\$500 for 4 hr. (extra @ \$100/hr)
Large downstairs classroom (105)	\$50/hour	\$100/hour
Other downstairs classrooms	\$50/hour	\$50/hour
Kitchen, your caterer, no food prep (no equipment usage, staging area only)	\$50*/hour	\$100/hour*
*must provide copy of Food Manager Certificate		
Pavilion and grounds	\$50/event	\$100/event
Grange	\$50	Not Available

### 6.0 Contact Information

For additional information or clarification of policy, the following individuals may be contacted.

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

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

Board of Trustees, President, John Waclawsky, 484-942-3414

Sexton-Steve Krasley, 610-469-6759

Food Services Team Contact-Linda Waclawsky, 610-327-4896

AV Coordinator-Brad Shupinski, 484-325-1993

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**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.**

**Cedarville United Methodist Church follows a Safe Sanctuaries policy and requires all groups or individuals that use our facilities to follow that policy. If your event involves children, youth or vulnerable adults please review our Safe Sanctuaries policy on our website or contact the church office for a copy of the policy.**

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