

# **FACILITIES USAGE GUIDELINES**



**NORTHSIDE CHURCH**  
A United Methodist Congregation  
**2799 Northside Drive, NW**  
**Atlanta, GA 30305**  
**404-355-6478**

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**Northside Church  
Facilities Usage Policies  
Statement of Purpose and Practice**

The Board of Trustees is charged with the responsibility for the proper care and maintenance of the church buildings and grounds. Our goal is to steward the building, furnishings and property for the many years of ministry to come. In doing so we balance responsibilities for the ministry of Northside Church, partnerships within the community, as well as, legal and insurance requirements. We believe that these policies ensure access to the church facilities in ways that will enrich our community and enable our call to ministry.

***Our Mission Statement:***  
**There's a place for You at Northside Church,**  
**To KNOW the Love of God,**  
**To GROW as a disciple of Jesus Christ,**  
**and to GO in to the world to serve Others!**

## Northside Church Facilities Usage Policies

1. In approving and scheduling events, first priority for use of buildings and facilities shall be given to ministry groups and organizations which are an integral part of the ministry and mission of Northside Church.
2. Second priority will be the scheduling of weddings and funeral services.
3. Third priority will be given to requests from groups or institutions that are budgeted directly or indirectly through the general operating budget of the church (i.e. our affiliated agencies). However, these requests will still be required to adhere to the established administrative process and may be subject to the fee structure.
4. Other religious, civic, or community functions may be allowed if approval is granted.
5. Event requests may only be submitted by IRS registered 501(c)(3), (non profit) organizations. For profit activities will not be accommodated.
6. The Executive Director and/or the Senior Pastor have the discretion to allow the use of the Church's facilities by film crews, as they deem appropriate, provided that the film crew reimburse NUMC for the costs of additional security incurred by the Church, and provide proof of sufficient liability insurance.
7. In general, all events will be scheduled on a first-come, first-served basis. However, approval of non-church groups will take into consideration frequency of use and previous experience with the group. It is not the intention of Northside to host specific, non-church groups on a regular basis, rather to allow all appropriate groups periodic access to the facility. Requests must renewed every six (6) months. Any exceptions will require the approval of the Senior Pastor and/or Executive Director.
8. Unless waived in writing All non-church related groups and individuals shall be required to pay in advance the required funds to cover damage deposits, security, labor, utilities, and security. **Fees charged by the church are non-negotiable. Deposits are refundable upon cancellation of scheduled events by notifying the church in writing (fax or e-mail transmittals will be accepted) no later than 30 calendar days prior to the scheduled event. Cancelled events will be charged a \$25.00 per reservation administrative fee. Telephone calls will not be deemed an acceptable means of communication. Extreme emergencies, acts of God, and unavoidable interferences must be documented in writing in the event of a last minute cancellation. The church will consider extreme emergencies on a case by case basis and act accordingly in the best interest of the church.**
9. Policies, guidelines and fees for weddings are included in a separate document available to the bride and groom.
10. After hours and on weekends, there will be an additional custodial/security fee including one hour prior to the beginning time of the event and at least one hour after the ending time of the event. If the attendance size dictates, two custodians may be needed.
11. A request for use of Production equipment (sound systems, TVs, microphones, etc.) must be included in your Event Request Form. Fees for Production services will be assessed and discussed while planning for your event with the Production Director.
12. Outside groups will not be permitted to reserve church facilities more than 6 months in advance.

13. Cleaning Deposits are refunded provided that all fees have been paid, all policies have been followed, there has been no damage to the church buildings or furnishings and no additional clean-up is required.
14. If your group breaks something, your group will be responsible for the cost of repair or replacement. If your group discovers something which needs attention or repair, please notify the church Facilities Department at 404-355-6475 or email [Facilities@NorthsideUMC.org](mailto:Facilities@NorthsideUMC.org).

## Northside Church Event Request Policies

1. Complete an Event Request form to schedule the use of Northside Church at [www.northsideumc.org/staff](http://www.northsideumc.org/staff).
2. No request will be considered until the Event Request Form has been received by the Church.
3. All details regarding date, beginning and ending times, location request, special needs, room setup, and contact name and contact phone number will be included on the Event Request form. This information must be completed in its entirety before a request will be considered.
4. Meeting/Activity Leaders/Staff members/Ministers using the facilities are responsible for scheduling the room/area set-up with the Church. Only *one* contact person should be assigned to handle these details for each event. The person scheduling the event will be responsible for being present during the event, monitoring event activities and turning off lights and leaving the rooms/areas reasonably clean, upon event's completion.
5. All events that are not a program of Northside Church will be required to sign a "Security and Reasonable Care Contract" (attached) prior to receiving permission for the use of the facility. Form available at [www.northsideumc.org/staff](http://www.northsideumc.org/staff).
6. Outside groups will be asked to provide proof of liability insurance naming Northside Church as additional insured, and will need to comply with Safe Sanctuary Policies.
7. Completing an Event Request form does not guarantee approval of an event. Event Requests are subject to review by the Executive Director and Senior Pastor.
8. Once the request has been approved and all necessary paperwork has been completed, the event will be placed on the church calendar. At this time, all fees become due. (Wedding fees are handled differently and are subject to the Wedding Guidelines booklet.)
9. Matters concerning rearrangement of tables, chairs, bibles, hymnals, literature or furniture, or the removal of floral arrangements, use of seasonal decorations, removal of altar furniture/rails, tables, etc. must be requested in writing and specified on the Event Request form at the time the request is made. Without specific permission nothing is to be moved or relocated and no signage is to be placed in or on the building. When rooms are rearranged for extra activities (after permission is obtained), considerable care should be taken to protect the furniture and the room should be returned to the original arrangement after meeting/activity has concluded. Tables are to be picked up, not pulled across the floor. Meeting/activity leaders are responsible for compliance with this request. Failure to do so will result in denial of future reservation requests.
10. All groups (except Northside ministries) using the facilities will be required to pay appropriate fees for security/maintenance/clean-up as directed by Northside Church.

11. All outside groups requesting facility usage must have completed the Event Request form and must pay usage fees in order to be placed on the Church calendar.
12. Northside Church does not provide food service. Outside caterers may be used to support your event provided they are approved by Northside, show proof of insurance, and pay a \$500 refundable cleaning deposit.

**If you have questions or need more information about scheduling the use of the church facilities, email [events@northsideumc.org](mailto:events@northsideumc.org).**

## **Northside Church Facilities Usage Policies Activities Prohibited on Church Property**

1. Raffles, lotteries, bingo, door prizes, other drawing schemes or games of chance for the purpose of fundraising.
2. Posting signs, affixing signs, printing signs, or distributing signs or notices on church property without the expressed permission/approval of Northside Church.
3. Operating any church equipment (to include office equipment) without the permission of an authorized staff person.
4. Attaching tape, tacks, nails, putty, or other materials to church property.
5. Using candles at any event other than weddings or worship services.
6. The use of glue, paint, glitter, confetti, decorations with glitter, and other materials unless they are being used in supervised activities for church related functions.
7. Non-church related organizations selling tickets for events held on church property without the written permission of the sponsoring ministry.
8. Use of the church facilities by "for profit" businesses.
9. Use of the facilities for local, city, state, or national politics.
10. Smoking, Vaping, Smokeless Tobacco, alcohol, and controlled substances
11. Pets/animals except those being used in a church program (i.e. Blessing of the Animals) and those considered "service animals."
12. Scooters, skate boards, and roller skates/blades.
13. Use of profane, vulgar, or indecent language, music, or symbols.
14. Reckless driving in or through the church property.
15. Use of audio/visual materials (photos, videos, films, posters, compact discs, tapes, etc.) containing profanity or violent or sexually explicit images.
16. Appropriate attire must be worn at all times.

The above applies to all persons using the church grounds/facilities. Additional prohibited activities associated with weddings and receptions are found in the Wedding Guidelines.

## **CHURCH DÉCOR POLICY**

The Board of Trustees must give prior approval for any and all additions or changes made regarding window treatments, furnishings, floor coverings, paint and wall coverings, artwork, door treatments, and any other form of decorative element. This includes, but is not limited to: Sunday school classrooms, meeting rooms, dining areas, hallways, offices, parlor, library, ministry areas, restrooms and all other public areas.

## **PLAQUES AND MEMORIALS**

No plaques may be placed on any object or structure of the church without the specific approval of the Board of Trustees. No rooms or buildings may be named for an individual without the prior approval of the Board of Trustees.

## **PARKING LOT RULES**

1. NUMC will not be responsible for the security of any person, vehicle, or property of those using the parking spaces.
2. Littering in parking lot or on grounds is prohibited. (If littering does occur, an appropriate clean-up fee will be assessed to the group).
3. Loud talking or the use of loud equipment (including radios) in the parking lot is prohibited.
4. No loitering.
5. No alcohol, tobacco or controlled substances are allowed in the parking lot or church campus at any time.
6. Vehicles parked in the church parking lot shall not have any offensive bumper stickers, decals, signs or other objects that are, in the sole discretion of the church, determined to be objectionable.
7. Only passenger vehicles will be allowed in the parking lot. No non-scheduled skating, use of scooters or roller blading is permitted on church property. No heavy construction vehicles, construction equipment or construction material will be allowed on church property unless specifically authorized by the church. Mopeds, go-carts, razor scooters, skateboards and other non-licensed vehicles are not allowed.
8. Anyone who violates these conditions can be asked to move his/her vehicle from the church's property. If the vehicle is not moved, it is subject to being towed at the owner's expense.
9. Parking is allowed only at designated places. Please observe the parking signs on the street. You may park in the Parking Deck. All vehicles parked illegally will be subject to towing and/or ticketing.



## Northside Church Event Use Fees

The following fees may apply for religious or nonprofit/community groups/civic organizations requesting the use of the church's facilities/grounds. Requiring deposits will be at the discretion of the church based on the magnitude of risk of damage and/or past experience with the group.

All fees are due prior to booking confirmation of the event. In the event of a cancellation, fees will not be refunded unless a 30 day notice of cancellation is received in writing to the Calendar Coordinator. This is subject to the \$25 per reservation, administrative fee.

**Wedding guidelines and fees differ from this policy; please see the wedding booklet.**

### General Room/Usage Fees:

| <b>Sanctuary –Four Hour Rental</b>                             |        |            |                   |
|--|--------|------------|-------------------|
| Affiliated Agencies  | Member | Non-Member | *Cleaning Deposit |
| \$200  | \$500  | \$1000     | \$500             |
| <b>Fellowship Hall – Four Hour Rental</b>                      |        |            |                   |
| Affiliated Agencies  | Member | Non-Member | *Cleaning Deposit |
| \$125  | \$250  | \$500      | \$500             |
| <b>Faith and Arts Center – Four Hour Rental</b>                |        |            |                   |
| Affiliated Agencies  | Member | Non-Member | *Cleaning Deposit |
| \$400  | \$800  | \$1000     | \$500             |
| <b>Chapel – rates listed are per hour</b>                      |        |            |                   |
| Affiliated Agencies  | Member | Non-Member | *Cleaning Deposit |
| \$50   | \$75   | \$150      | \$500             |
| <b>Gym – 2 hour minimum – rates listed are per hour</b>        |        |            |                   |
| Affiliated Agencies  | Member | Non-Member | *Cleaning Deposit |
| \$50   | \$100  | \$150      | \$500             |
| <b>Smaller Classrooms- Four Hour Rental</b>                    |        |            |                   |
| Affiliated Agencies  | Member | Non-Member | *Cleaning Deposit |
| \$25   | \$50   | \$50       | \$500             |
| <b>Larger Classrooms- Four Hour Rental</b>                     |        |            |                   |
| Affiliated Agencies  | Member | Non-Member | *Cleaning Deposit |
| \$50   | \$100  | \$100      | \$500             |
| <b>Board Room, Parlor, Room 335 and 362 – Four Hour Rental</b> |        |            |                   |
| Affiliated Agencies  | Member | Non-Member | *Cleaning Deposit |
| \$65   | \$130  | \$200      | \$500             |

**Funerals Fees:**

| <b>Sanctuary</b>  |            |         |
|---|------------|---------|
| Member  | Non-Member | Deposit |
| \$0   | \$0        | \$0     |
| <b>Chapel</b>   |            |         |
| Member  | Non-Member | Deposit |
| \$0   | \$0        | \$0     |
| <b>Fellowship Hall Reception</b>                                |            |         |
| Member  | Non-Member | Deposit |
| \$0   | \$500      | \$500   |
| <b>Faith and Arts Center Reception</b>                          |            |         |
| Member  | Non-Member | Deposit |
| \$0   | \$1000     | \$500   |
| <b>Boardroom Reception</b>                                      |            |         |
| Member  | Non-Member | Deposit |
| \$0   | \$200      | \$500   |
| <b>Parlor/Family Receiving Room (no food or drinks allowed)</b> |            |         |
| Member  | Non-Member | Deposit |
| \$0   | \$200      | \$500   |

## Northside Church APPLICATION TO USE CHURCH FACILITIES

|                                    |                   |
|------------------------------------|-------------------|
| Name of Group:                     |                   |
| Application Date:                  | Date of Event:    |
| Contact Person:                    | Telephone #:      |
| Contact Address:                   |                   |
| NUMC Staff Member Contact / Number |                   |
|                                    |                   |
| Number of People:                  | Rooms & Location: |
| Equipment Needed:                  |                   |
| Arrival Time:                      | Departure Time:   |
| Set-Up Diagram                     |                   |

**Northside Church  
Security and Reasonable Care Contract**

The following contractual acknowledgement is an expression of good faith made between: \_\_\_\_\_ of

\_\_\_\_\_

Work telephone number: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

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

**and**

**Northside Church, 2799 Northside Drive, Atlanta, GA 30305, 404-355-6475.**

It is clearly understood that the above person, \_\_\_\_\_, is acknowledging responsibility for the security and reasonable care of the rooms of Northside Church \_\_\_\_\_ (date).

Only the following rooms of the facility will be made available for use by the above named party as indicated below and initialed by the above named person:

- \_\_\_\_\_ Sanctuary
- \_\_\_\_\_ Chapel
- \_\_\_\_\_ Parlor
- \_\_\_\_\_ Fellowship Hall
- \_\_\_\_\_ Faith and Arts Center
- \_\_\_\_\_ Boardroom
- \_\_\_\_\_ Gym
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Classroom
- \_\_\_\_\_ Scout Hut
- \_\_\_\_\_ Outside area
- \_\_\_\_\_ Other: \_\_\_\_\_

**Northside Church**  
**Security and Reasonable Care Contract (cont.)**

Your signature below indicates that you agree to leave the room(s) in good condition after the event has concluded. This means that the room(s) used, and any other area of the facility leading to the required room(s) will not be harmed in any fashion.

The individual named on the previous page, hereafter termed, "The Responsible Party", understands that this is a liability document. This contract establishes that the Responsible Party will be assessed and charged for any negligence involving church property located within the designated rooms/areas or passageways used by the event, as scheduled.

This also means that only the areas named on the previous page and the passageways leading to and from that area are to be used for this event.

Negligence is defined for the purposes of this contract as follows:

1. Breakage, soiling or damage of furnishings, mirrors, windows, or fixtures;
2. Food/beverage stains or tears on carpeting or upholstered furniture;
3. Removal of any church property;
4. Negligence involving attaching decorations, signs, etc. to church property;
5. Negligence related to caterers/food service usage, if applicable.

The Responsible Party's signature(s) below indicates understanding of the obligation to repair, clean, and/or replace church property damaged during the above-mentioned event scheduled to be held on Northside property.

The undersigned understands and agrees that if he/she, or members of their party, damage church property, that this will result in an obligation to pay for repair, cleaning, and/or replacement, as assessed by the Northside or designee. Costs associated with the assessment of the damage will be charged to the undersigned as well as the group. All charges will be paid to the church within 30 days of invoice.

\_\_\_\_\_ I have read and I understand the church policy for facility use.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Group Representative (signature and printed name)

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Northside Church Ministry Sponsor