



BURNT FACTORY UNITED METHODIST CHURCH

1943 JORDAN SPRINGS ROAD

P O Box 399

STEPHENSON, VA 22656

CHURCH 540/667-4993 OFFICE 540/667-0736

CHURCH FACILITIES USE POLICY

Burnt Factory United Methodist Church is delighted to help you celebrate your special event. Any event is subject to the prior approval of the Pastor. The church is not a public rental facility and all activities are intended for the glory of God. Following are some basic guidelines we ask you to follow:

- Nonmembers, as determined by the church roll, are asked to donate \$30.00 for the use of the sanctuary and \$20.00 for the use of the social hall to defer the cost of using the building, cleaning, and other related expenses. Checks are payable to Burnt Factory United Methodist Church. There is no cost to church members.
- Birdseed or rice may be thrown on the sidewalk outside the church. Please sweep the area after the celebration has ended. Brooms are in the closet near the restrooms in the social hall.
- You may arrange the social hall as you desire. Nothing is to be attached to the ceiling or walls in any manner. When your event is over, please return the room to its original arrangement. Please sweep the floor before leaving.
- Trash should be bagged and taken away.
- Alcoholic beverages are not permitted in the church building or on the church grounds. Smoking is not permitted inside the church.
- If you use free standing candles in the sanctuary, please place a covering on the floor to protect the carpeting from dripping wax.

The Dick Knight Shelter, located at the back of the church property, is available for use by church members and their families at no charge. It is not, however, for use by any outside groups unless a member of Burnt Factory UMC is in attendance. Any groups outside of the church will be required to sign a release of liability form for the church and have a written document stating they have their own insurance with a certificate of insurance naming the church as additionally insured.



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LIABILITY RELEASE FORM

Intending to be legally bound hereby, the undersigned agrees and does release from liability and to indemnify and hold harmless Burnt Factory United Methodist Church (“BFUMC”), and any of its employees or agents representing or related to BFUMC as regards to the usage of the facilities of BFUMC, including the Dick Knight Shelter. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodations for this event. The undersigned further agrees to abide by all the rules and policies of BFUMC.

Name of Event

Date of Event

Guest Name (please print)

Date Signed

Signature of Guest Participant