

First A.M.E. Church of Manassas
Facilities Use Plan

Our Vision:

A Church striving to be Spiritually Discerned, Scripturally Directed & Strategically Developed!

Our Mission:

Preach, Provide, Know, Share & Build upon God's Love to Make a Difference.

Our Strategic Objects:

The FAME Five

1. **The Church Reaching:** (Evangelism, Missions and Outreach)
2. **The Church Worshipping:** (Spirituality)
3. **The Church Teaching:** (Christian Education)
4. **The Church Giving:** (Stewardship)
5. **The Church Growing:** (Personal & Community Development)

General Guidelines

Goal Statement First AME Church of Manassas (FAME), in all facets of our ministry and witness, now has a vision and strategic plan in order to facilitate our growth, opportunity, leadership and management, while building a strong spiritual character. We have also been blessed with wonderful physical resources to assist in the fulfillment of the church's mission. Therefore, proper management must be given to these resources to ensure wise stewardship that can be expressed through energy conservation, the implementation of safety measures, the exercise of regular maintenance and protection against loss or misuse.

Facility Use Eligibility

The primary purpose of the Church facilities* is to gather to worship God, participate in the sacraments, give and receive instruction, enjoy Christian fellowship, and initiate Missions that serve the comprehensive needs of individuals, families and the community. FAME encourages the use of the church facilities for community meetings and other special events; however, these additional uses should not conflict or impair any of the normal church activities.

**** Church facilities are defined by all physical resources include the building, grounds, property and all equipment owned by First AME Church of Manassas.***

The facilities can be used by Church Ministries, Church Members, Community Partners and Approved Rental Parties.

1. Church Ministries:

- Church Services: (i.e. worship services, church school, Bible Study)
- Regularly scheduled church activities (i.e. commission and ministry meetings, affiliated group/auxiliary meetings, etc.)
- Church related activities (Church - sponsored workshops or seminars, District and Annual Conference activity)

2. Church Members

- Individual Parties and Special Events (i.e. Anniversary parties)
- Weddings, Funerals, and Receptions
- Other informal Church Member requests

3. Community Partners

Approved Community Partners are outside organizations that have established relationships with FAME and may hold church recognized, yet non-sponsored activities that are aligned with our mission. Approved Community Partners do not pay rental fees. The Board of Trustees will review arrangements on a 6-month basis.

4. Approved Rental Parties

(Please see the rental application form) Approved Rental Parties have made proper arrangements and adhere to the specific agreements outlined in their rental application on file.

NOTE: Priority is given to those organizations within the church. On rare occasions, church ministries may need to be moved to accommodate an event such as a wedding, funeral or church conference obligation. When this occurs, alternate arrangements with the preempted ministry will be made.

Criteria to Determine Use:

- Activity fits with who we are and what we believe (i.e., AME Church tradition and
- FAME Strategic Objectives)
- Space availability
- Impacts on other programs/activities
- Evaluation of safety/legal issues
- Group understands respect for the property
- Length of use

Uses that would not be permitted include those:

- Whose purposes oppose Christianity;
- Who plan or advocate the violation of federal, State or local laws;
- Who intend to hold non-Christian religious services;
- Whose by-laws, articles of incorporation or practice prohibit membership on the basis of race, gender, age, language, national origin or physical ability;
- Whose purpose is inconsistent with the mission of the Church; or
- Whose purpose is for partisan political reasons or for private enterprise.

NOTE: The Board of Trustees is responsible for approving all facilities use.

USE POLICY

Building Requests:

1. Individuals and groups wishing to use church space must complete a written application on forms furnished by the church office, or downloaded from the web site, at least 6 weeks in advance, if possible. (Church office hours are 9:30 a.m. to 4:30 p.m. Monday through Friday.) The primary applicant must be at least 21 years of age. Please see the rental application form for details.
2. All needs must be listed on the original rental application form. If your needs change unexpectedly, please contact us, although we cannot guarantee that any additional requests will be honored.
3. All groups will restrict their activity to the room(s) assigned.
4. Non-church related groups MUST provide their own audio-visual equipment except for in the sanctuary.

5. Each group will be held responsible for the care and condition of the space and equipment used. This includes the kitchen area, if applicable. FAME reserved the right to apply additional fees pending an inspection of the items listed on the post building-use checklist by a designated church representative.
6. All groups will perform their own general clean up and return of furnishings to their original positions. All program materials brought by the group will be removed from the space when the event is over. All trash must be removed from the building in bags/boxes and placed in waste receptacle. (Trash Dumpster is located in the back parking lot.)
7. The church facilities are smoke, drug and alcohol-free. Smoking, the use of alcohol or other moods altering substances are not permitted inside the building or on the property grounds.
8. Requests to decorate rooms and/or the hallways must be stated on the written application AND approved by the Board of Trustees. No screws, nails or tacks may be used. Masking tape may ONLY be used on glass, NEVER on painted walls or woodwork. Trustees will be responsible for directional signage prior to meetings and events.
9. All non-church groups using the premises must vacate the building by 10:00 p.m. Events that require janitorial services (receptions, weddings, etc.) will be subject to other time constraints requiring the group vacates the premises by 9:00 p.m. to allow sufficient time for the room to be cleaned and prepared for its regular Sunday, or other weekday use.
10. Events must not begin prior to 8 AM and must end by 10:00 PM. Any extension of time that timeframe must be expressly authorized and approved in writing by the Board of Trustees.
11. Adequate adult supervision is required for all groups with children and youth.
12. Any use of the church building posing a threat to the building or any person in it, or to its contents, is not permitted. The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event and provide a copy of the certificate, in a timely manner, prior to the event. In such cases, First AME Church must be named as the additional insured.

Furniture and Equipment Requests:

FAME is committed to helping members of the church by allowing the use of tables and folding chairs on a first come, first serve basis. Members are asked to fill out a request form three (3) days in advance and receive approval from the Trustee Board prior to removing the property. Checked out furniture should be returned and checked in within 48 hours of loan.

The Trustee Board will approve requests based on:

- The needs of the church.
- Pervious request history.
- Quantity of tables and chairs on hand*

**The Trustees will maintain at least 10 tables and 30 chairs at all times.*

1. The ONLY tables and chairs that are authorized to be loaned out to FAME members are located in the Fellowship Hall storage closet.
2. The removal of tables, chairs and equipment from other parts of the church building, such as classrooms, is not permitted without approved by the Pastor.
3. Property should be inspected by the issuing Trustee and the requesting person (the person signing it out) before it is taken.

4. Any defects, stains and/or damages should be noted at time of issue.
5. Property must be returned in the same state that it was issued. In the event the equipment or furniture is lost, damaged or stolen, the individual who signed for the property will be assessed a fee for replacement.

Liability: The church is not liable for any damage to the User's property or for injury or abuse to any person in or coming to or from the premises, however caused, and the User agrees to indemnify the church against financial consequences of any such liability. In this regard, the User shall purchase and maintain for the duration of this agreement general liability insurance acceptable to the Church, which, in any case shall be in an amount of \$2,000,000, and shall provide a certificate of such insurance at the time of signing the rental agreement. Rights to Terminate: FAME reserves the right to terminate any use based on the needs of the church or noncompliance to the General Guidelines and Use Policy described in this document. The Board of Trustees will review arrangements on a 6-month basis wherein decisions on use renewals or termination will be made. The Board of Trustees also reserved the right to refuse any future rental of the facilities by anyone who has violated the General Guidelines and Use Policy. The rental agreement is not transferable.

Contact us at:

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