

Grams Hall

Grams Hall measures approximately 62' X 68' and accommodates up to 300 people in lecture seating and 200 in banquet seating. Grams Hall is furnished with 27 – 60" round tables; 12 - 8' rectangular tables; 8 – 6' rectangular tables; 300 padded chairs. Additional equipment: a sound system for use by speakers; a ceiling mounted projector for pictures (no audio). The adjacent courtyard may be used in the warmer months.

The adjacent kitchen is a commercially licensed kitchen (State of Michigan) and must conform to public health regulations as it is subject to unannounced inspections. To ensure regulations are followed and all equipment is used appropriately, a kitchen supervisor **must** be on-site during the time the kitchen is in use. Individuals or groups using the kitchen must 1) contact the Food Ministry Council to arrange for a supervisor and 2) pay the requisite fees.

Meeting Rooms

A variety of classrooms and meeting rooms are available. Most rooms can accommodate 8-12. There are a couple rooms which can accommodate up to 20.

The Sanctuary

The sanctuary is designed for the worship of God; it is not an auditorium. There are occasions when the sanctuary is made available for use other than for services of worship, for use by persons or organizations with whom the church has a relationship. These are decided on a case-by-case basis, requiring the approval of the pastor and the Board of Trustees. Use of musical instruments must be requested in advance; the director of music ministries must approve use. Refreshments may not be served or brought into the sanctuary. The sanctuary holds up to 250 people. A staff person or Board of Trustees member must be present and user must pay requisite fees. This space is not available prior to 2:00 p.m. on Sundays.

Community Setting

The church is situated in a mixed use residential and retail area of downtown Chelsea. All events must end by 9:00 p.m. (with the exception of overnight retreats) and activities must be considerate of our neighbors. The church owns no off-street parking. Therefore, parking is limited to on-street and municipal lots and subject to city ordinances.

GENERAL POLICIES

1. Chelsea First United Methodist Church shall not be liable for any injury to persons or personal property in connection with the usage of church property. The person or group renting the church property shall indemnify and hold harmless the Chelsea First United Methodist Church for any sums it is required to pay in connection with such injuries.

2. Injuries/accidents of any nature must be reported to the church office manager immediately with a description of incident details (what, when, where), witnesses, and other pertinent information.
3. The first priority for the use of the facility is for ministries and activities of the church. Therefore, reservations by individuals or groups beyond the church will not be made more than 3 months in advance.
4. Church property may be used only by the person or group whose application has been approved, and only for the purpose stated on the Building Usage Request. Church equipment is to remain on the premises.
5. Rental applicants, sponsoring organizations, and/or participants will be held directly responsible for maintaining order, observance of responsibilities and requirements, and for any damages done to church property.
6. Individuals/Groups are to use only the room(s) and equipment reserved and assigned.
7. Children and youth must be supervised at all times by adults and are not allowed to use rooms or equipment not previously reserved.
8. Courtyard: for safety reasons, people are not to climb on the stone wall in the courtyard. The stones are not mortared into place and do come loose. Please do not use paint in the courtyard.
9. Musical instruments are not to be moved. If the event requires use or relocation of instrument(s), you must have approval prior to the event; church staff will move the equipment.
10. Use of the church kitchen (a licensed commercial kitchen) requires the presence of a "ServSafe" certified kitchen supervisor.
11. Thermostat settings are established by the Trustees; users are not permitted to make adjustments to those settings.
12. Signage/displays: please use only painters tape to post items on walls/doors/glass. Scotch and masking tape will damage walls and the finish on wooden doors. Items are not to be suspended from ceilings.
13. No literature is allowed on the church premises that is contrary to *The Social Principles* of The United Methodist Church.

14. Groups that will be using space in the church and providing child care are expected to adhere to the "Child Protection Policies" of Chelsea First United Methodist Church.
15. Smoking, alcoholic beverages, illegal substances, gambling and games of chance, and any illegal activities are not permitted on the church property at any time.
16. All required fees must be received five (5) business days prior to the date of the event or the reservation is subject to cancellation.
17. *Ongoing* groups using the facility must sign up for space use each year; there are no "roll-overs." Notices and reservation requests will be mailed July/August and are due September 1.
18. Any exception to these building use policies must be approved in writing by the pastor in consultation with the Board of Trustees.
19. Except where required by law, the presence of a non-service animal shall be disallowed in the Chelsea First United Methodist Church. This includes during work hours and during any meetings scheduled at the church.
"Service animal": "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."
20. Chelsea First United Methodist Church will follow the Chelsea School District decision on the closing of school due to inclement weather conditions. When the school is closed, the church will be also be closed. All scheduled meetings for that day and evening will be cancelled.
21. CFUMC require external groups to provide their own liability insurance in the amount of \$1,000,000 each occurrence, and \$2,000,000 annual aggregate. This policy shall be endorsed to include the CFUMC as an additional insured.

FIRST UNITED METHODIST CHURCH

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Building Use Information