

BEL AIR UNITED METHODIST CHURCH

USE OF CHURCH FACILITIES

Name of Person in Charge _____ Date of Event: _____

Name of Group _____

Cell Phone _____ E-Mail _____

Hours of Event: From _____ to _____

Date Pattern: One Time Event Weekly Bi Weekly Monthly Other _____

Expected Attendance (Please see below for Max Capacity) _____



\$500 security deposit is required if using McComas Hall

Facility Use Fees:	Members	Non-Members
1. Sanctuary	() \$ 50	() \$ 500/event/day
If the church should need the sanctuary for a wedding or a funeral, your event will have to be rescheduled.		
2. McComas Hall and kitchen	() \$ 700/event/day	() \$ 1,200/event/day
<i>(A Kitchen Coordinator MUST be present in the kitchen and their fee is set by the Kitchen Coordinator prior to scheduling the event)</i>		
3. McComas Hall (Max Capacity - 174)	() \$500	() \$1,000
4. Fellowship Room 202 (Max Capacity – 50)	() \$100	() \$300
5. Community Room 101 (Max Capacity – 60)	() \$100	() \$300
6. Assembly Room 103 (Max Capacity – 50)	() \$75	() \$275
7. Library (Max Capacity – 20 Vaccinated)	() \$75	() \$275
8. Parlor (Max Capacity – 6-8 Vaccinated)	() \$50	() \$250
9. Weekly Support / Community Groups	() \$50	

RULES & POLICIES (As conditions change these rules may be changed.)

- 1. Noncompliance with Bel Air UMC rules & policies would be in violation of our Use of Church Agreement and your request for the use of the church facilities will be terminated.**
- 2. All small group meetings are subject to change and cancellation depending on the case occurrence of COVID-19 in Harford County**
- 3. Maximum capacity MUST be followed.**
- 4. All group leaders and attendees will adhere to the following requirements while using the indoor space of Bel Air UMC**
- 5. The group leader is responsible for ensuring that chairs are wiped down and restacked in their original positions if used**
- 6. The group leader is responsible for ensuring that tabletops are wiped down and in their original positions if used**
7. We will continue to strongly recommend and encourage mask-wearing as an act of safety and love, but we will not mandate the mask-wearing. Be advised that with this move, the risk of COVID exposure increases. Please be mindful of others around you. Please be sensitive to those who wish to remain masked. Please continue social-distancing, and frequent handwashing.
8. Food is discouraged.
9. The group should only use the bathrooms closest to the meeting space
10. The small group leader will provide a signature indicating that the small group will satisfy all of the requirements set forth by the BAUMC and turn the signed copy in to the church office.
11. The small group leader will be responsible for taking attendance at each meeting and providing this list to the church office if needed for contact tracing
12. Bel Air United Methodist Church assumes no liability for vehicles on its premises.
13. Notify Lisa Wolf at wolf@baumc.com about any cancellations.

Signature/Title/Date