

Skyline United Methodist Church  
3100 Skyline Drive  
Wilmington DE 19808  
www.skylinechurch.net  
302-737-9069

## Guide to Facility Use

Our building and grounds have been dedicated to Jesus Christ. We are called to reach out to people in and beyond the community of the Pike Creek Valley, Delaware, in hopes of making a Christian life accessible to all while maintaining responsible stewardship of our valuable assets.

### Section A: Facility Use Priorities

1. Regularly scheduled church worship, Bible study, fellowship and administrative meetings and activities of Skyline United Methodist Church (SUMC) will have first priority in the use of its facilities. Other church-related ministry meetings and functions would have second priority. These include special worship, education, service and outreach programs as well as fellowship activities.
2. After meeting congregational needs, we are committed to providing space community organizations whose goals are consistent with our mission and core values.
3. Requests by SUMC members and friends planning non-church functions will be considered based on how they support our mission and core values.
4. All non-SUMC groups must provide a certificate of liability at time of application that names Skyline United Methodist Church as an additional insured with a minimum \$1 million per incident coverage.

## Section B: Fees for Facility Usage

1. Community organizations, as well as SUMC members and friends planning non-church functions may request facility use. Fees are based on how closely the proposed facility use supports our mission and core values. (Please see page 2 of the Facility Use Request Form.)
2. All time spent using the facility, including set-up and breakdown time is considered chargeable.
3. Facility impact fees may also be charged.
  - a. 1-20 people - \$25.00
  - b. 21-99 people - \$35.00
  - c. 100+ people - \$50.00
4. SUMC does not rent or loan furnishings or equipment for off-site use.
5. Please make checks payable to: Skyline United Methodist Church.

<b>Building Space</b>	<b>Sanctuary</b> (rates include \$50 per hour for sound tech)	<b>Chapel</b>	<b>Nursery</b>	<b>Upstairs Gathering Space</b>	<b>Classrooms or Kitchen</b>	<b>Reservation Period</b>
Room capacity	400 persons	55 persons	15 persons	200 persons	10-25 persons	
<b>Ministry Category</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	<b>Hourly Rate</b>	
Ministry Partnership	\$100	\$30	\$30	\$20	\$15	8 weeks
Community Organization (Non-Fee)*	\$150	\$60	\$60	\$40	\$30	8 weeks
Community Organization (Fee)*	\$200	\$90	\$90	\$60	\$45	8 weeks

\*Non-fee: individual attendees are not charged a fee by requesting group.

\*Fee: individual attendees are charged a fee by requesting group.

## Section C: Steps to Facility Use Request & Scheduling

1. Please fill out a Facility Use Request Form and mail to SUMC's Facility Use Manager. A form is attached or may be obtained from our website under the \_\_\_\_\_ tab.

The Facility Use Manager is designated by the Board of Trustees to adjudicate all Facilities Use requests, to coordinate event scheduling with SUMC's Administrative Assistant, and to ensure all building use policies are followed.

2. If approved and after receipt of Certificate of Liability and full fee payment, the facility requested will be reserved for your group. You will receive a letter to confirm the reservation.
3. If the request is denied, you will receive a letter explaining the decision.
4. SUMC reserves the right to prohibit future use by any group that violates the facility use policies listed below.

#### **Section D: Building Use Guidelines**

1. **Hospitality:** A church member or staff person will be present or on-call during your event.
2. **Supervision of children and youth:** A minimum of two adults (18 or older) are required to supervise children and youth at all times while on SUMC property before, during and after any function.
3. **Care of facility:** Your group is expected to leave the building in good condition. Please exercise reasonable care to prevent damage and breakage.
  - a. Your group will be held financially responsible for damage done to church property.
  - b. Your group is responsible for set-up and clean-up. Failure to leave the facility in a clean and reasonable condition may result in a \$15.00 per hour fee for custodial services.
  - c. Red or purple beverages may not be served in any carpeted area to avoid stains.
4. **Parking:** There is ample parking for 200 vehicles including 6 accessible spots. Any damage to vehicles is at the owner's expense.
5. **Accessibility:** The building is accessible to any person using a wheelchair. An elevator is provided for this purpose.
6. **No Smoking:** The building is smoke free. Smoking is not allowed in any part of building, including corridors and restrooms. Smoking may occur outside; cigarette butts must be disposed of safely and properly.
7. **No alcoholic beverages, illegal substances or weapons** are allowed in the church building or on the grounds.
8. **No gambling:** United Methodist church policy prohibits the use of games of chance or gambling on church premises. This includes raffles or lotteries.
9. **Times:** Church facilities may be occupied from 8:00 a.m. until 10:00 p.m. All time spent using the facility, including set-up and breakdown time is subject to fee.
10. **Furniture and Equipment** are not to be moved or adjusted without prior approval. If approval is granted, the furniture and equipment must be returned to its original positions immediately following the event.

11. **Decorations:** No items may be affixed to any surfaces without the consent of SUMC. This includes masking tape which is not allowed on walls, floors, furniture or ceilings.
12. **Office supplies** and use of copy machines are not included.
13. **Candles:** Candles and other open flames are strictly prohibited.
14. **Outside areas:** Playground, parking lots, outdoor water spigots and picnic tables may be available for use.
15. **Advertising:** Please do not advertise your event in such a way as to imply endorsement by the SUMC congregation, unless approval is granted.
16. **Sanctuary Sound System:** A SUMC sound technician is required for use of sanctuary sound system. No one else may operate it.
17. **Personal Property:** SUMC works to maintain a safe and secure environment. Please pay close attention to personal property and valuables. SUMC is not responsible for theft or damage to personal property.

Attach: Building map  
Facility Use Request Form

## Facility Use Request Form

Skyline United Methodist Church 3100 Skyline Drive Wilmington DE 19808 302-737-9069

Name of organization: \_\_\_\_\_

Contact name: \_\_\_\_\_

Contact telephone number: daytime: \_\_\_\_\_ evening: \_\_\_\_\_

Contact address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address: \_\_\_\_\_

Event: \_\_\_\_\_

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

Does organization have a Certificate of Liability?  Yes  No

(All non-SUMC groups must provide a certificate of liability at time of application that names Skyline United Methodist Church as an additional insured with a minimum \$1 million per incident coverage.)

Ministry Category (please see reverse)

Ministry Partnership

Community Organization

Is fee charged to individuals?  yes  no

Building Space Requested:  
\_\_\_\_\_

Actual Event time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Time Space Needed: Start: \_\_\_\_\_ End: \_\_\_\_\_ (include set-up and clean-up time)

Number of adults (18+) expected: \_\_\_\_\_

Number of youth and children expected: \_\_\_\_\_ Youth (11-18) \_\_\_\_\_ Children (0-10)

Names of adult supervisors: (1.) \_\_\_\_\_

(2.) \_\_\_\_\_

Other equipment requested:

AV equipment in Chapel  Television/VCR-DVD  Table & 8 chairs: \_\_\_\_\_ (Sets)

Signing of this agreement shall constitute willingness to comply with all rules and regulations regarding use of Skyline United Methodist Church of Wilmington Delaware as set forth in the Guide to Facility Use.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

These policies, procedures and rules supersede all others approved by the Administrative Board of Skyline United Methodist Church and are in addition to those found in The Book of Discipline. The Facilities Pathway of SUMC may make minor modifications to these policies as deemed necessary.

Date request received:  
\_\_\_\_\_

Approval/Denial Date:  
\_\_\_\_\_

Date Payment and  
Certificate received:  
\_\_\_\_\_

Facilities Member:  
\_\_\_\_\_

Condition after use:  
\_\_\_\_\_

**Ministry Category Determination**

Skyline United Methodist’s Mission: *reach* out to those seeking a new or deeper relationship with God, *welcome* them into Christian community and commitment to Jesus Christ, *equip* them to live as the Holy Spirit gifts and guides, *send* them out to serve and reach others in Christ’s name. The Church’s facilities are to be used primarily for these purposes.

Skyline UMC’s core values:

**Supportive relationships within Skyline community.** We celebrate God’s gift of community and encourage relationship building through small groups, where people experience care through prayer, support and unconditional love. *(Colossians 3:12-17)*

**Unique relationship with Jesus Christ.** We celebrate that God reaches out to us in Jesus Christ, recognizing that we are all on unique spiritual journeys. We encourage people to grow in their relationship with Christ and we offer a variety of ways to express and develop that relationship. *(Ephesians 2:4-10)*

**Partners in ministry.** We celebrate the Holy Spirit in our midst by recognizing, developing, and employing spiritual gifts, which all work together to build up the community. *(1 Corinthians 12:1-11)* We accept and respect one another, being open to the differences among us, and resolving conflict face-to-face with honesty, forgiveness and grace. *(Matthew 18:15-20)*

**Experiential worship.** We celebrate God’s love for us in joyful, creative worship. Surrounded by a warm and inviting community of disciples, we allow the Holy Spirit to create an environment where people experience God’s presence and love for themselves. *(Matthew 18:20)*

**Relational reaching.** We celebrate offering our whole lives in service, reaching out and developing relationships to give both a “cup of cold water” *(Matthew 10:42)* and the “Living Water” *(John 4:10-14)* in mission and outreach. *(James 2:14-17)*

All use of the church facilities will directly support one or more of these core values, and will not conflict with any of our core values.

Please describe below how your group/event supports the mission and core values of Skyline United Methodist Church. A **ministry partnership** will support at least two of our mission components and two of our core values.

If yours is a **community organization**, please explain how your organization serves the community.

After a review of this request, our Facilities Use Manager will make a final determination of your event ministry category.

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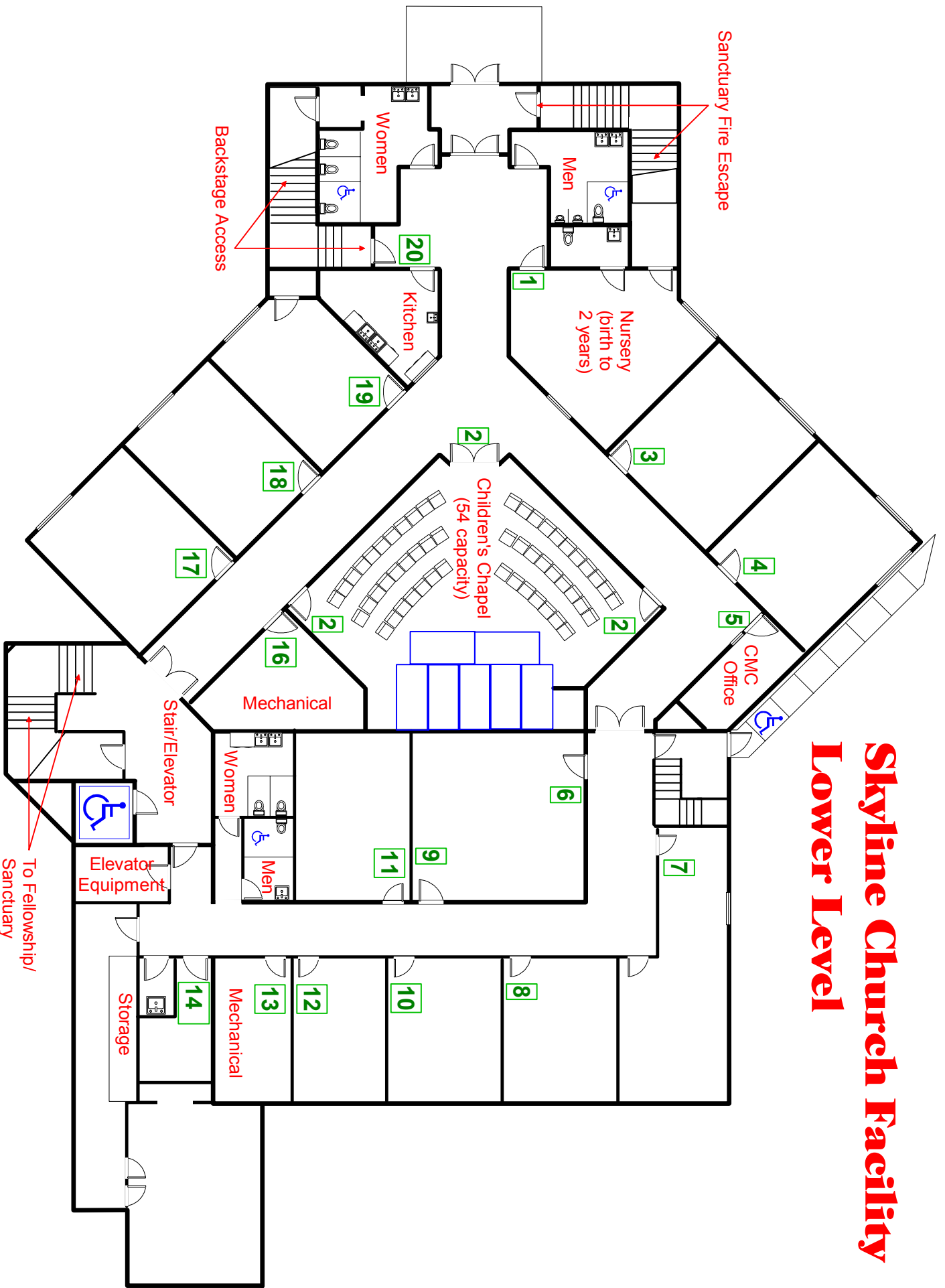
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# Skylight Church Facility Lower Level



# Skyline Church Facility Upper Level

