

MORROW MEMORIAL UNITED METHODIST CHURCH

**Morrow Church welcomes the use of our facility
as an extension of our ministry to the community.**

FACILITY USE GUIDELINES

1. The church calendar is live on the church website for your initial assessment of available dates and times.
2. Request form (below) needs to be completed for consideration and final approval.
3. The organization/group using the facilities must obtain liability insurance for a minimum of \$1,000,000 naming Morrow Memorial United Methodist Church as an additional insured. The insurance certificate needs to be received **three weeks prior to the event**. All organizations or groups using the facilities agree to assume responsibility for all damage to the facilities or its contents resulting from use.
4. The organization/individual using the facilities agree to hold harmless the church, the pastors, and church members for expenses arising out of any injury or damage occurring during the facility use by the organization and guests.
5. Facility use is confined to the specific area/s listed on the application.
6. Use of facility is at the discretion of the church who may, at any time and at their sole discretion, revoke any previously granted permission due to improper behavior or non-compliance with the terms of this agreement.
7. The church and its individual members have first right of refusal on rooms, dates and the use of Morrow facilities.
8. There is no facility use from which the Pastor, Leaders, Committees, Trustees or members are excluded.
9. Facility Use contributions are necessary to cover the cost of utilities- heat, lighting, insurance, etc. The schedule of contributions for the use of church facilities on a one-time basis is as follows:

Ivy Chapel (40-50 people max)	\$350	
Sanctuary* (400 people max)	\$750	
Fellowship Hall* (2875 sq. ft. seating for 300, 140 people at tables max)	\$450	Up to 4 hrs; additional \$25 per hour thereafter
Kitchen	\$100	Limited approval for kitchen use
MacDonald Hall* (2320 sq. ft. seating for 150-185, 100 at tables max)	\$250	Up to 4 hrs; additional \$20 per hour thereafter
Classrooms (330-535 sq. ft.)	\$40	
Music Room (w/piano) * (890 sq. ft.)	\$80	(May require tuning of the piano)
Library (Media Center) (675 sq. ft.)	\$250	
Grounds and Parking lot	\$50	(Up to 4 hrs)

*Use of a Morrow piano for a specific event may require that organization/individuals arrange and pay for a professional piano tuning **within a week following the completion of the event**.

10. All organizations/groups using the facility agree to restore all areas to their prior set and condition unless otherwise agreed upon, including cleaning and furniture setup (see number 13). If no one is in the building when the event is completed, the organization must secure the premises and be responsible for any loss or damage to the church or its contents if it fails to do so.
11. If minors are present during the event, or if minors are requesting use of the facility, a responsible adult must submit this application, be responsible for the conduct of the meeting, for the payment of the contribution, and for adherence to all terms of this agreement. **TWO adults MUST BE PRESENT AT ALL TIMES DURING THE EVENT, IN COMPLIANCE WITH MORROW CHURCH SAFE SANCTUARIES POLICY.**
12. No alcohol or drug use is permitted on the premises of Morrow Church.
13. Set-up and take-down must be completed by the organization/individuals using the facility. Please:
 - a. Collapse and return all tables to where found/appropriate storage after use.
 - b. Return folding chairs to racks and stored in cabinets (unless otherwise instructed).
 - c. Clean the areas: wipe down tables, counters, and sweep all floors.
 - d. Do not leave food in the refrigerator. Counter or cabinets.
 - e. Place all garbage bags in the outside bins next to Fellowship Hall.
 - f. Do not leave any supplies, food, or paraphernalia behind.
 - g. Turn off all lights before leaving and lock all doors (or door for which you were supplied a key).

We have read and agree to following the guidelines of Morrow Church.

Organization Name

Contact Name, Title

Date

MORROW MEMORIAL UNITED METHODIST CHURCH

FACILITY USE AGREEMENT

This is a legal contract. Read before signing.

GENERAL CONDITIONS

It is agreed between MORROW CHURCH and _____, hereinafter referred to as USER, that MORROW CHURCH, shall allow the USER access and the use of MORROW CHURCH as conditioned and described below, subject to all the guidelines and Safe Sanctuary policy of Morrow Church.

Responsible Contact Person (please print): _____

Contact Cell Phone No.: _____ Contact Email: _____

Contact Address: _____

Signature of Contact Person: _____

Alternate Contact Person (please print): _____

Alternate Home Phone: _____ Alternate Cell Phone: _____

Begin Date: _____ End Date: _____ Day(s) of Week: _____

Set-up Time: _____ Start Time: _____ End Time (including clean-up): _____

Type of Event: _____

Space Requested*: _____ No. of Attendees Expected: _____

SPECIAL EQUIPMENT NEEDS (EXPLAIN)

WILL AN ADMISSION OR OTHER FEES BE CHARGED? YES NO Amount \$_____.

All users are responsible for full set-up and clean-up of all areas used. Please provide the guideline to all members involved in the use of the church.

Individuals responsible for clean-up:

Name: _____ Phone No.: _____

Name: _____ Phone No.: _____

The undersigned has been given authority to act for and be responsible for the USER making this application. USER will see that MORROW CHURCH is not misused or abused, that there is proper adult supervision at all times, that MORROW CHURCH is used in conformity with all guidelines and Safe Sanctuary policy of Morrow Church, and that all other terms of this FACILITY USE AGREEMENT are adhered to and followed.

All outside groups or persons requesting use of church facilities must also provide an adopted Child Safety Policy that is comparable to the MORROW CHURCH Safe Sanctuary Policy (see attached).

The undersigned understands and agrees that this FACILITY USE AGREEMENT does not establish an employer-employee relationship between USER and MORROW CHURCH, that the event is neither a conducted event nor a sponsored event of MORROW CHURCH. In addition, it is understood MORROW CHURCH will not exercise any physical or other control over the operation of the event other than those already spelled out in this FACILITY USE AGREEMENT. In addition, USER understands that MORROW CHURCH is not providing any supervision by this agreement.

NO OTHER PROMISES OR WARRANTIES

Initial

USER understands that no promises are made otherwise than what is contained in this agreement, that no warranties have been made that MORROW CHURCH will be adequate for USER's planned use, and that USER accepts MORROW CHURCH in an AS IS condition. *USER to initial box to left.*

Initial

USER has inspected MORROW CHURCH to be used and has independently determined that it is suitable and safe for their particular purpose. *USER to initial box to left.*

INSURANCE [Check Where Applicable]

LIABILITY INSURANCE

USER at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement public liability insurance, insuring against ALL liability of USER, MORROW CHURCH, and their authorized representatives arising out of and in connection with USER'S use of the MORROW CHURCH, with a single liability limit of:

✓ Check Appropriate Box

\$500,000 \$1,000,000 \$_____

PROPERTY DAMAGE INSURANCE

USER also at its sole cost and expense shall maintain during the DATE(S) OF USE of this agreement property damage limits covering the facility to be used of not less than:

✓ Check Appropriate Box

\$500,000 \$1,000,000 \$ _____

It is the intention of both USER and MORROW CHURCH that both the public liability and property damage insurance shall insure performance by USER of the express indemnity provision contained below. However, the limits of such insurance shall not limit the liability of USER hereunder.

MORROW CHURCH shall be named as an additional insured on a primary and noncontributory basis purchased by USER, which is the subject of this agreement.

USER agrees to provide MORROW CHURCH with a copy of the certificate of insurance evidencing that it has complied with the insurance requirement of this agreement.

INDEMNITY PROVISION

_____ USER agrees to defend, indemnify, and keep harmless MORROW CHURCH against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (USER'S employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by USER, save and except claims or litigation arising through the sole negligence or sole willful misconduct of Morrow Church. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.

HEALTH GUIDELINES

_____ agrees to the following:

Follow state and CDC guidelines for their activity.

Agreed Upon Fee Schedule due prior to dates of use _____.

Signed _____ Date _____
USER

Email _____ Phone _____



Safe Sanctuary Policy and Procedures for Children and Youth
Morrow Memorial United Methodist Church
Approved CC November 2020

Introduction:

In April, 1996, the General Conference of the United Methodist Church adopted a resolution aimed at reducing the risk of child abuse in the church. The adopted resolution calls for all churches to welcome children and to make our churches safe places for children and youth. That responsibility includes recruiting and training people with a gift for caring for children, youth. It also includes good oversight of programs involving children and youth and a plan of response in place to handle incidents of injury or abuse. The General Conference resolution affirmed that every local church should have in place a policy for protecting minors and vulnerable adults. The Greater NJ Annual Conference has also adopted a policy for conference ministries and requires all churches to have a policy and to submit the policy to the Annual Conference. Morrow Memorial United Methodist Church adopted a policy in 2006 and revised it in 2010. Our current Safe Sanctuary Policy was adopted by church council on March 22, 2010. Since then, we have learned from our own experiences and that of other churches and recognize the need to update the policy now.

Purpose:

When we think seriously about the promise we make in the baptismal service, we can only conclude that we are truly called to safeguard the well-being of children in all the ways we can and to prevent child abuse in our churches. As Christians we are called to move beyond grieving about the issue to active efforts to eliminate the possibility of child abuse everywhere, and most especially in our churches. The purpose of this Safe Sanctuary Policy and Procedures document is two-fold: 1) to demonstrate our unwavering commitment to strive to secure the physical and emotional safety and spiritual growth of all children and youth, and 2) to provide clear guidance to volunteers, staff, parents and guardians so that we may make certain that our commitment can be actualized.

Statement of Covenant:

As a community of faith committed to ministry with children and youth, we pledge to strive to conduct activities and ministries connected to Morrow Church in such a way that assure the safety and spiritual growth of all children and youth entrusted to our care. We will follow approved safety measures in the selection and recruitment of workers. We will be responsible for overseeing our programs and events with care. We will report and respond to all suspected incidents of abuse and we will be prepared to minister to all people in the midst of these circumstances.

Definitions:

ADULT: A person who is 18 years of age or older

CHILD: A person who is 0-11 years of age

YOUTH: A person who is 12-17 years of age

VOLUNTEER: A person who assists in conducting activities under the supervision of a Morrow staff person or leader of an outside group working with children or youth. A volunteer may be a youth or adult.

ABUSE: An act or behavior to a child or youth which harms or threatens to harm their physical, emotional or spiritual welfare. Types of Abuse: Physical (battery, shaking, kicking, choking), Emotional (spoken or unspoken violence or cruelty), Neglect (endangers child's safety, health, and welfare), Sexual (fondling, intercourse, incest, exploitation and/or exposure to pornography or prostitution), Ritual (regular and intentionally inflicted abuse; possibly done with an appeal to a higher power).

A. SELECTION OF CHILDREN/YOUTH WORKERS

Selection and Screening Practices:

Careful screening is one way to reduce the potential of abuse. Screening resources include: volunteer background information, a formal background check, MMUMC Covenant Commitment, and Safe Sanctuary training. All completed screening resources should be reviewed by the pastors or outside group leaders and confidential information should be stored in a locked file, accessible by the pastoral staff or held by an outside group leader.

Volunteer Information will be provided to program leaders (via questionnaire, interview, or other means) by those who desire to work with children and youth. The information will be used by leaders for screening and selecting volunteers for work with children and youth. The information will be stored in an online church database. No adult

who has been convicted of child abuse (sexual abuse, physical abuse or emotional abuse) will be permitted to work with children or youth.

Background Checks will be completed on individuals who will be volunteering with children and youth on a regular basis (if they are involved in a program at least three times during the year) and will also be completed on all volunteers who will be with children and youth for overnight events. Background checks need to be renewed every three (3) years. Background checks are reviewed only by the pastor(s) and kept locked in a pastoral office.

MMUMC Covenant Commitment will be completed by individuals working with children and youth.

Safe Sanctuary Training will be completed by individuals working with children and youth every three years and reviewed each year prior to the beginning of the program.

B. HARM PREVENTION AND GENERAL SUPERVISION

Two Adult Rule: Two adults should be present with children and youth. Where it is not possible to staff two adults in every room, an additional adult will serve as a “floater” with visual and physical access to all areas where children and youth meet.

Rule of Three: There should never be an adult alone with a child or youth, nor should minors be alone with one another. Everything should be done in groups of at least three: at least two adults and a child/youth, or two minors and an adult. The ideal to strive for is that at least two unrelated adults are with children or youth at all times.

Minimum Age: Leaders with children and youth must be adults. Volunteer assistants may be youth, 13 years or older, and should be at least five years older than the oldest child.

Adult/Child Ratios:

Age Adult/Child Ratios

Under 18 months 1:4

18 months up to 2 1/2 years 1:6

2 1/2 years up to 4 years 1:10

4 years 1:12

5 years and older 1:15

Safe and Appropriate Spaces/Activities: Leaders with children and youth should make certain that spaces are safe and that activities are age-appropriate. In addition, the following steps should be taken to ensure safety:

- There should be an adult certified in first aid/CPR among the adults supervising the activities.
- There should be clear communication about activities to parents/guardians in advance of the activity.
- There should be a completed participant Medical Information Release Form for each participating child or youth.

Transportation: Activities that require driving children and youth should be planned carefully. Drivers must provide a copy of their license, insurance, registration and a completed release of liability agreement to the group leader. Leaders should check vehicles to confirm that they are in good working condition and have working seat belts for all passengers. Best efforts should be made for there to be two adults in a car. Children and youth cannot ride in the front seat with an adult unless it is their family member or the driving adult has a clear background check and the child or youth has written permission by a parent/guardian. Drivers can never take fewer than two children or youth, unless it is their family member.

Six-Month Rule: Volunteers working with children, youth should be members or actively involved in the congregation or group for six months.

Doors and Windows: All rooms used for activities with children or youth should have a window or visibility from a

hallway or remain open while occupied.

Individual Counseling: One-on-one interactions between adults and youth are sometimes necessary and appropriate but care must be taken that they be conducted in an environment that provides visibility by other adults. Children and youth receiving individual counseling should be told they are free to discuss any aspects of the counseling process with a parent /guardian or other adult. All incidents of suspected abuse and neglect revealed during the session will be reported in accordance with the reporting policy section (C) in this document.

Open Door Policy: Parents/guardians and church staff can visit and observe activities and ministries with children and youth (church ministries or outside groups) at any time, unannounced.

Discipline: Adults working with children will use the following discipline approach:

- If a child behaves inappropriately, the leader should help the student by naming the behavior that is not acceptable and describing the expected behavior, e.g., "We do not throw the blocks. We use blocks for building."
- If this measure is not effective, the child should be redirected to another activity.
- If the child's disruptive behavior continues after these steps have been taken, a leader should contact the responsible staff person for assistance, recommendations and/or to seek guidance from parents/guardians.
- Never use physical punishment, isolation, or ridicule at any time.

Restroom Supervision:

Infant and Toddler: Diapering should be done at diaper changing tables with the door opened to the restroom.

Preschool and Potty-trained Toddler: An adult leader should accompany children to the restroom (either floater or teacher/leader). The outside door should be propped open and the children should enter the stall alone. Adults should wait outside the door to provide assistance as required.

Younger Elementary (K-2nd Grade): An adult leader should accompany younger children to the restroom. Allow the child to enter the bathroom alone. Wait outside the door for the child.

Older Elementary (3rd - 5th Grade): Children in older elementary grades may go to the restroom without an adult leader. The floater or second teacher should watch from the hallway for the student to return to activity.

Youth: Whenever possible during activities, students in 6-12th grade should not be in the restroom with only one other person (adults or students) unless the outer door is open and a supervising adult is in the hallway (Rule of Three).

Practices for Morrow Church Ministry with Youth Travel

Pre-trip Preparation/Documentation

- The Medical Information Form should be completed by all participants (including chaperones). Copies of these forms should be taken on the trip, and kept in a secure location under supervision of one chaperone.
- Each youth and their parent/guardian should be provided phone numbers that will enable them to contact the adult trip leader (or other adult chaperone) at any time, in case of problems en route or other emergencies.
- Trip itineraries should be provided for all parents and guardians.
- Emergency contact numbers for the facilities where the youth/travel group will be staying and the hosting organization should be provided to all parents and guardians.
- A behavior covenant should be created and signed by all participants and their parents/guardians. This covenant should include: social networking guidelines or restrictions, acceptable behavior and restricted behavior (drinking alcohol, smoking/vaping, use of drugs, carrying weapons), expectations regarding dress, language, engagement in activities and adherence to the event's schedule. Specific consequences should be outlined, as well as what party is responsible for transportation and related expenses if a participant is sent home.

- Any medication sent with the youth or child should be in the original container with doctor's instructions. These medications should also be listed clearly on the Medical Information Form.

International Travel

- The US State Department recommends that trip leaders have a notarized letter of permission from the parents or legal guardians allowing an identified group leader to travel with their youth. The letter should include the adult leader's (primary chaperone's) name, the youth's name, the dates of travel and countries to be visited.
- Two copies of each trip participant's passport should be made; one to keep with the trip leader, separate from the original passport, and one kept on file with the trip participant's parent(s) or guardian(s).
- Youth travelers should not fly alone on an international or cross-country flight when possible.

Housing

- Participants should be provided their own beds whenever possible.
- Youth should always room with youth of the same age range and gender or be provided with individual rooms.
- Participants should only room with an adult (over the age of 18) if there are dormitory sleeping styles and two unrelated adults are in the room.
- Dormitory rooms should house only one gender.
- Participants should never sleep alone in a room with an adult unless it is their parent/guardian.
- Sleeping rooms should only be for the persons assigned to those rooms; they are not a gathering place for other youth.
- There should be a process in place for nightly check-in and assurance that all youth are in their assigned room for the night. Check-ins should be done in person.

Recreation/"Free" Time

- Appropriate guidelines should be established in advance regarding 'where' and 'where not' participants may go during their breaks or free time.
- A system for letting chaperones know participant whereabouts should be in place (text or phone call)
- Youth should be in at least groups of three during free time.
- In-person check in times and a meeting place should be established before break/free time begins.

Medications, First-Aid, and Incident Reporting

- A well-stocked first-aid kit with OTC (over the counter) medication should be brought on trips.
- First-aid treatment should be administered by a designated 'first aider,' or other adult who is certified and current on their certification for first aid.
- Any treatment or dispensing of medicine (including any medications youth administer themselves) should be logged with date/name/medical complaint or condition//treatment and any injuries should be recorded on the Incident Report Form.

Social Media

The internet and portable devices allow people to stay in contact with each other easily. Some incredible ministry can take place using modern technology, but as with all forms of ministry there are some inherent risks involved with the use of electronic communications. Safeguard procedures include:

- Media release and permission form should be completed for all children and youth
- Staff and Volunteers should limit individual electronic communications with children and youth.
- Communication should be to everyone in a group at the same time via a list or bcc or a group delivery site when possible. Parents/guardians and/or the church staff member in charge of ministry should be copied on all electronic communications to children and youth.
- Photos of minors may only be used with authorized use via the Media Release Form and only for the uses that are authorized.
- When posting or printing photos never use last names and limit identifiable information.

C. RESPONSE TO ALLEGATIONS OF ABUSE

As caring Christians, we are committed to protect and advocate for children and youth participating in the life of the church and in the church building. The church is entrusted to provide an emotionally safe, spiritually grounded, healthy environment for children and youth in which they are protected from abuse. It is our legal and moral responsibility to report suspected abuse whenever it comes to our attention regardless of where that abuse takes place.

To help ensure the protection of, and tend to the immediate needs of the child, as the situation requires, this process should be followed:

- IMMEDIATELY notify the proper authorities (police or Department of Children and Families) if you have a concern that a minor's safety is endangered. Make certain that the minor is safe and secure.
- Notify the senior pastor or pastor in charge. If the pastor is the accused party, notify the chair of the Staff Parish Relations Committee and the District Superintendent.
- Complete the Incident Report Form and provide it, along with any other notes or documentation to the pastor and/or chair of the Staff Parish Committee (or other designee).
- Be available to the pastor or designee to contact child services and other officials if required and to speak with parents/guardians as needed.
- The senior pastor or designee will contact parents/guardians, and assure the contact of proper authorities.
- The senior pastor or designee will then contact the district superintendent and the insurance contact of the Annual Conference.
- Honor and safeguard the privacy and confidentiality of all involved. Any questions (especially from the media) should be directed to the pastor or designee. The senior pastor or designee will direct a plan of supportive care for all persons involved including the victim (and their family) and the accused (and their family), and the congregation to restore all impacted to wholeness. Supportive care may include procedures of the criminal justice system, provision of the current Book of Discipline, appropriate counseling referrals and pastoral visitation.

Response to Physical Injury

- Minor cuts, scrapes, burns, etc. that are treated by an adult should be recorded on Incident Report form. The parent/guardian of the minor should be informed the same day as the injury and they should sign a copy of the Incident Report Form. The form should be given to the church staff member in charge of the program (for outside groups, please leave a copy in the office for the Church Administrator).
- For a serious injury, one of the supervising adults should stay with the minor and administer first aid; 911 and the parent/guardians should be called at the same time. An adult should stay with the minor (including transport to the hospital) until parents/guardians arrive. After the emergency is addressed, an Incident Report Form should be completed by the supervising adults, signed by the parent/guardian and then turned into the church office.

I have read and agree to comply with the Safe Sanctuary Policy at Morrow Church. Use of the building is contingent upon my signature here.

Name _____ **Date** _____

Organization _____