

Dear Friend of The Vine UMC,

We made it to 2021 and we are now living life in new ways. It is good to be able to live life within the beauty of community and friendship.

The Vine UMC has been a part of the Plaza Midwood neighborhood and greater Charlotte community for almost 75 years. We consider it an honor and privilege to be here and offer ourselves in service to the community. We are glad to have a space where so many can come and find fellowship and connection.

The reality of owning a building that is over 70 years old with a membership that is small is daunting. And while we give thanks for being able to provide space, we also need to ensure this space continues to be open for the future.

Please find the attached Space Usage Agreement that will begin to go into effect starting July 1, 2021. Your group may find that you will be asked to contribute financially for the continued usage of your space. We don’t think this fee is unreasonable and we don’t feel it should keep you from meeting here. But it will allow us to cover ongoing maintenance of our church. It is also including new costs increases for proper cleaning. In a Covid/Post-Covid world, we know that our space will have to undergo more frequent cleaning practices. Our intention is not to shut any group out, but to simply maintain our space with safety and cleanliness.

We appreciate your ongoing connection to The Vine UMC and look forward to our future together.

**Staying Connected,**

**The Vine Leadership Team**

The Vine United Methodist Church

Space Usage Agreement

The buildings, property and campus of The Vine UMC are all gifts from God. We are charged to be good stewards of these gifts. Our space is to be used to provide opportunities for the congregation and community to share in fellowship and outreach. This space usage agreement helps communicate how we can all be best stewards of this space and use it for God’s glory. The space in this document includes all the property of The Vine, including the parking lots, grassy areas and front lawn.

**Who Can Use The Space**

1. *Members and Groups Within the Church*

Any member of the congregation and small group may use any space in the building. A space form needs to be filled out so we can make sure the event gets put on the calendar. Congregational members also includes the Burmese Congregation and First Hmong UMC.

1. *Individuals and/or Groups Affiliated with the Church*

Any affiliate may use any space in the building. **A space form must be filled out for space to be reserved**. Affiliated groups may include, but are not limited to, Boy Scouts, Girl Scouts, AA, NA, Neighborhood Association.

1. *Non-Profit Group/User*

A non-profit group may use church space. **A space form must be filled out for space to be reserved and fees must be paid in advance**.

1. *For-Profit Group*

Groups who are for-profit may use church space. **A space form must be filled out for space to be reserved and fees must be paid in advance**.

Priority is given to Members and Affiliates with the church. Precedence takes place for funerals and weekly worship gatherings.

**Facility Use Requirements**

1. No use of tobacco products in the building is allowed. No use of alcohol on the premises, including green spaces and front lawn, is allowed.
2. No candles may be used in windows of the sanctuary and/or classrooms.
3. No use of tacks, nails, screws, or adhesive tape. Please use bulletin boards.
4. The following rules must be applied:
   1. All furniture and moveable items must be returned to the original position.
   2. Floors must be swept upon exit.
   3. All garbage must be deposited in outside dumpster.
   4. Lights turned off.
   5. Heat/AC turned off.
   6. All doors should be locked and shut completely.
   7. Borrowed keys should be dropped off through the office drop box.

**Kitchen Usage**

**If you desire to use the kitchen for cooking a $250 deposit is REQUIRED. This must be paid 1 week prior to your usage date. If we find the kitchen was returned clean and with no concerns, you will get back $50 ($200 remains).**

If the kitchen is to be used, you must adhere to the following:

1. All groups are expected to provide your own consumable items such as plates, napkins, sugar, drinks, utensils.
2. Kitchen equipment and materials will not be removed from the kitchen.
3. Leave the food service area completely clean. Remove all trash.
4. Any towels, dishcloths, tablecloths, aprons must be laundered and returned to the kitchen in three days.
5. Leftover food may NOT be kept in the refrigerator.

***\*\*Our kitchen is used five days a week for our Center for Children. Because we serve food to children from our kitchen, the space must be kept in high standards. Please be aware that this space must be cleaned after use and items must not be removed.\*\****

**If you need to use the kitchen for serving only a $250 deposit is REQUIRED. This must be paid 1 week prior to usage date. If we find the kitchen was returned clean and with no concerns, you will get $200 back ($50 remains).**

**Weddings**

Please see the separate agreement and space usage form for weddings.

**Fees**

The Vine UMC lives in an older space. It costs money to heat, cool, and keep lights on. The Vine will also have hand sanitizer available as well as masks, if needed. Our fees reflect the need to maintain the building so it can be utilized for the future. Below are the fees to use the space.

ONE TIME USE:

1. Members can still use space for free BUT for sanctuary/fellowship hall we will ask for a $50 cleaning fee.
2. Affiliates can still use space for free BUT for ALL rooms a cleaning fee.  FH/Sanctuary = $50 and $25 cleaning fee.
3. Non Profit AND Profit Users (1-2 hours of use)

      Sanctuary = $200 plus $75 cleaning

      FH = $200 plus $75 cleaning

      Kitchen = $300 (and deposited 1 week prior) plus $100 cleaning

      Classrooms = $75 plus $50 cleaning

ONGOING USE (weekly and monthly – 1-4 hours a week/4-16 hours a month)

     FH = $400 a month plus $100 a month for cleaning and PPE supplies

     Classroom $200 a month plus $25 a month cleaning and PPE supplies

DEDICATED SPACE (*if you have a space that may not be used by others*)

     Classroom = $250-$300 a month plus $25.00-$50.00 monthly cleaning and PPE

supplies

**Service Equity – If you have difficulty considering the payment options, we can talk about ways your group can contribute to The Vine’s space by serving in terms of clean up, maintenance and other offerings.**

Fees should be paid to The Vine UMC and given to Gabby Brown in the church office. *The Vine UMC reserves the right to ask for additional money to cover any damages incurred.*

**I have read and agree to the Space Usage Agreement from The Vine UMC. I pledge to be a good steward of the space, treat it with care, return it better than I found it, and use it for the building of community.**

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Using Space (if applicable)

**Space Use Agreement in a 2021 World**

1. Every participant must sign in when entering the building.
2. Everyone must sanitize hands.
3. Participants must answer screening questions (see below). Temperature checks are recommended.
4. Masks are required during the entire meeting time. This means no gathering with food/snacks/meals.
5. Distancing is required.
6. It is recommended that you prop doors open to bring in fresh air.
7. IF you discover someone in your group has tested positive you **MUST** notify The Vine UMC within 12 hours of discovery.
8. You must provide The Vine UMC a copy of your participant sign in/registration. You can scan and email to the church at [susan@thevinecharlotte.com](mailto:susan@thevinecharlotte.com)

Screening Questions for Participants:

**If you can answer YES to any of these, we ask you NOT enter the building.**

**Thank you for helping keep this a safe place to connect. Pleaser return home, contact your physician and let us know how we can help support you.**

* Have you or anyone in your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?
* Have you or anyone in your household been tested for COVID-19?
* Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days?
* Have you or anyone in your household traveled in the U.S. in the past 21 days?
* Have you or anyone in your household traveled on a cruise ship in the last 21 days?
* Are you or anyone in your household a health care provider or emergency responder?
* Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?
* Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?
* To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?

**The Vine UMC**

**Space Request and Liability Release Form**

Group/Individual Requesting Space \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(phone) (email)

Space Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is a Key Needed for Entering/Locking Up? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Code? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Vine UMC is not responsible for anyone, who affiliates with an outside group, who may contract COVID 19 while on church grounds. By signing below, you release The Vine UMC of any liability of exposure.**

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Signature of Responsible Member Date

**For Office Use**

Fee Paid (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fee Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Put on Calendar \_\_\_\_\_\_\_\_\_\_\_\_

Key Issued? \_\_\_\_\_\_\_\_\_\_\_ Key Returned? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit returned? \_\_\_\_\_\_\_\_ Amount $\_\_\_\_\_\_\_\_\_\_