

FOR OFFICE USE ONLY:

APPROVED _____ DENIED _____ BY: _____

NOTIFIED OF DECISION: _____

HAF RECEIVED: _____ LEADER NOTIFIED: _____

ST. STEPHEN'S UNITED METHODIST CHURCH

9203 BRADDOCK ROAD, BURKE, VA 22015-1613

PHONE: 703-978-8724

**STAGE 2 RESERVATION FORM FOR USE OF BUILDING AND/OR GROUNDS
RETURN COMPLETED FORM TO CHURCH OFFICE MANAGER AT**

office@ststephensfairfax.org

PLEASE PRINT CLEARLY

EVENT _____

DAY and DATE OF ACTIVITY _____

SET-UP TO BEGIN: _____ TIME OF ACTIVITY: from _____ to _____
(Premises and property must be vacated by 10 p.m.)

GROUP SPONSORING ACTIVITY _____

PERSON IN CHARGE OF ACTIVITY: (WILL BE RESPONSIBLE FOR PROVIDING PARTICIPATION REQUIREMENTS TO PARTICIPANTS, POINT OF CONTACT FOR OFFICE STAFF & ON-SITE DAY OF EVENT)

(Name)

(Email address)

(Best Contact Number)

CHURCH MEMBER?

____ YES ____ NO

- **WILL YOU BE FOLLOWING ST. STEPHEN'S DETAILED PLAN FOR IN-PERSON GATHERINGS DURING STAGE II?** _____ YES _____ NO **IF YOU ANSWER "NO" YOU MUST ATTACHED YOUR DETAILED PLAN TO THIS REQUEST FOR APPORVAL.**
- **DO YOU NEED SPACE INSIDE THE BUILDING?** _____ YES _____ NO
- **DO YOU NEED SPACE OUTSIDE THE BUILDING? ?** _____ YES _____ NO
- **HOW MANY PEOPLE WILL BE ATTENDING YOUR EVENT?** _____
- **PLEASE LIST NAMES OF EACH PERSON THAT WILL PARTICIPATE IN YOUR EVENT. EACH ONE OF THEM MUST SATISFACTORILY COMPLETE THE HEALTHY ACKNOWLEDMENT FORM (HAF) 2 FULL BUSINESS DAYS PRIOR TO IN-PERSON GATHERING FOUND AT: <https://www.evc.vaumc.org/home/> IF A SATISFACTORY HAF IS NOT RECEIVED, THE PERSON CAN NOT PARTICIPATE IN THE EVENT.**

APPROVAL PROCESS:

- YOUR COMPLETED RESERVATION FORM **MUST BE RECEIVED BY OFFICE MANAGER ATLEAST 5 (FIVE) DAYS** PRIOR TO YOUR REQUESTED EVENT. **ADDITIONAL TIME OR ALTERNATE DAYS AND TIMES MAY BE REQUIRED TO COORDINATE ROOM(S), CLEANING, AND OTHER LOGISTICS.** YOU WILL RECEIVE AN EMAIL INDICATING IF YOUR EVENT HAS BEEN **APPROVED AND** ADDED TO THE CHURCH CALENDAR.
- HEALTHY ACKNOWLEDGEMENT FORM (HAF) FOR EACH PARTICIPANT MUST BE ENTERED ONLINE **AT LEAST 2 (TWO) FULL BUSINESS DAYS PRIOR TO THE EVENT.** IF HAF IS NOT RECEIVED BASED ON STATED GUIDELINES, THAT PERSON CAN NOT PARTICIPATE IN THE EVENT. YOU WILL RECEIVE NOTIFICATION THAT THESE HAVE BEEN RECEIVED.
- SUBMISSION OF PAPERWORK DOES NOT AUTOMATICALLY GIVE YOU APPROVAL.
- EACH PARTICIPANT MUST WEAR A MASK WHILE ON ST. STEPHEN'S PROPERTY (INSIDE OR OUTSIDE) AND SOCIAL DISTANCING IS REQUIRED AT THE EVENT AND PARKING OF VEHICLES IN LOT
- **For more information on requirements** for in-person gatherings go to: www.ststephensfairfax.org/healthy-church/

I have read and agree to abide by the Policies and Regulations concerning use of the facilities of St. Stephen's United Methodist Church and will assume full responsibility for their enforcement.

Signed _____ Date _____



Highlights - CHURCH USE POLICY

CLEANLINESS

1. All groups using church facilities and equipment are expected to leave them in a clean and orderly fashion. Furniture and equipment should be placed where originally found.
2. Kitchen facilities are not available during Stage 2.
3. Bags of trash shall be put IN the dumpster behind the Fellowship Hall.

SECURITY

1. Security is the responsibility of all groups using church property.
2. User groups must restrict all activities and the presence of all group-related personnel to those areas for which permission has been given for the group activity and to direct access to such areas.
3. The user group is charged with the responsibility of closing windows; turning off lights, including those in restrooms; setting heat or air conditioning as per instructions posted at thermostats and locking all exterior doors before leaving the building.
4. The church buildings will be kept locked when not in use.
5. A representative of the user group will be assigned a key by the church Office Manager to be returned after use.

GENERAL CONDUCT

1. All persons, groups or organizations are expected to behave in a Christian-like manner at all times.
2. Smoking is not allowed within the church building.
3. Alcoholic beverages, drugs, gambling or the use of un-Christian-like video tapes or movies are prohibited on church property.
4. Except for on the altar, no candles or other open flames are allowed in the building except with special permission of the Trustees.
5. Nothing on the altar will be moved without special permission of the pastors or Worship Committee.

DAMAGE AND LIABILITIES

1. Non-church users will assume full responsibility for any damage which may result from their use.
2. Abuse of church property or violations of the general rules of conduct shall be grounds for denial of further use. All parties are responsible for any damages incurred and will be held liable and responsible for reimbursement for all damages and restitutions within thirty (30) days.

A full copy of the "Church Buildings, Equipment, and Grounds Use Policy" for St. Stephen's United Methodist Church is located in the church office for your review.