

## Building Use Policy &amp; Rental Agreement



The CCU Methodist Dream Center is perfect for your next family gathering, wedding reception, rehearsal dinner, birthday party, anniversary party, business meeting, or similar special event. At the corner of Singleton Road and 544, it is also extremely convenient for many in our area. The Dream Center can seat up to 75 depending on setup, and has an attached kitchen and nursery.

The Armstrong Fellowship Hall is great for smaller gatherings of less than 40 People. The Armstrong Building also has a kitchen that can be rented for an additional fee.

The purpose of use including any event content must not be in conflict with Conway Centenary United Methodist Church (hereafter CCUMC) mission and core values.

Rental of the CCUMC facility will be limited to approved facility areas.

Rental request and approval:

The Church Chairperson will call to inform you of the availability.

- A **\$100 deposit** will be required to secure the building for your event. In the event of a cancellation, *a full refund will be paid only if cancelled 2 weeks prior to the scheduled date.* After that, the deposit is forfeited.
- Final payment is due: **Two Weeks Prior to Rental**

## •Facility Use Policy

- The tenant is responsible to make sure that the rented area is left in the same state as it was found upon arrival. Any items brought in must be removed to include trash on event day by the end time approved.
- Decorations are to be secured with command strips so no damage to walls (i.e. no tacks/nails/push pins)
- Reassignment or sublet to any other tenant is strictly prohibited.
- No alcoholic beverages or controlled substances are allowed in the building or in the parking lot. Smoking is not allowed in any part of the buildings.
- Supplies and washed dishes are to be put away and counters/tables to be wiped and floor swept after use.
- No church equipment or property may be removed from the building.
- All local and state fire and safety regulations will be followed. Fire extinguishers are labeled.
- Tenant is responsible for minors in attendance. (Follow Safe Sanctuary Procedures)
- CCUMC assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and further the user agrees to indemnify and hold CCUMC harmless from all third party claims, liability or damages arising out of such.
- CCUMC reserves the right to cancel or change this agreement at any time if the terms of this policy is not met.
- Safe Sanctuary Procedures must be followed (available on the Church Forms Page to Download)
- Background checks must be completed for all events with children.

## Rental Charge Schedule

### Centenary UMC Church Members

**\*\$50 Deposit** Fee \$100 / 3 Hrs Use of the Dream Center  
Fee \$50 / 3 Hrs Use of the Armstrong Building  
**Extra Fee per 3 hours \$100 if either Kitchen is used**

### \*All Non Church Groups

**\*\$100 Deposit** Fee \$200 / 3 Hrs Use of the Dream Center  
Fee \$100 / 3 Hrs Use of the Armstrong Building  
**Extra Fee per 3 hours \$100 if either Kitchen is used**

Non Profit Group \*\$100 Deposit is required  
**Extra Fee per 3 hours \$100 if either Kitchen is used**

**\*All Groups fundraisers are encouraged to make a 10% Tithe to the church**

\*Deposits are refundable only if cleaning inspection is approved, and all trash removed.

\*All Groups that meet weekly/bi-monthly or monthly are required to pay a \$100 Deposit. The building will be inspected after each date used. If found unclean, trash not removed, or damage to the property, the deposit will be forfeited. A new \$100 deposit must be submitted prior to the groups next meeting at Centenary.

Failure to pay a new deposit will be cause to no longer host the group at Centenary.

Thank you for supporting the Mission of Centenary UMC through the use of our Facilities

**Centenary UMC - Making Disciples of Jesus Christ for the Transformation of the World**

**We invite you or your group members to worship with us every Sunday at 11:00. Visit [www.CCUMethodist.com](http://www.CCUMethodist.com) to learn more about us.**

Complete this form in its entirety to start the rental process and submit to:

Church Council Chairman :

William (Bill) Stewart [fafasnubin@gmail.com](mailto:fafasnubin@gmail.com) questions call 843-503-2611  
or Pastor [djdevorick@UMCSC.org](mailto:djdevorick@UMCSC.org) 330-787-1053

Mail Payment and Form to:

**Centenary UMC**  
**1527 HWy 544**  
**Conway, SC 29526**

Name \_\_\_\_\_

Group/Organization \_\_\_\_\_

Is Your Group a 501 C Non Profit \_\_\_\_\_

Is Your Group a For Profit Organization \_\_\_\_\_

Do you have liability insurance for your group ? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Please provide a copy with your application.

Address \_\_\_\_\_

\* Email \_\_\_\_\_

\* Phone \_\_\_\_\_

Are you a Member of Centenary UMC \_\_\_\_\_

\* Dates Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
(3hr min charge )

\* Is the a request for recurring meetings ? \_\_\_\_\_

\* If yes, when would you like to use the building (ex 2nd Sat each month ) \_\_\_\_\_

Building(s) Requested \_\_\_\_\_ Dream Center  
\_\_\_\_\_ Dream Center Kitchen  
\_\_\_\_\_ Armstrong Bld Fellowship Hall  
\_\_\_\_\_ Armstrong Bld Kitchen  
\_\_\_\_\_ Sanctuary

Security Deposit \$100 \$100

3 Hour Charge \_\_\_\_\_

Kitchen Per 3 Hours \$100 \_\_\_\_\_

Toal Cost \_\_\_\_\_

Make Checks Payable to : **Centenary United Methodist Church**

