

Guidelines
for the use of
The Family Life Center
Rehobeth United Methodist Church

Ad Hoc Committee Approved: June 18, 2012
Trustees Approved: September 18, 2012
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Rehobeth United Methodist Church

Family Life Center

Table of Contents----- i

Contact Persons ii

General Guidelines for Use of the Facility----- 1

 Receptions and Celebrations in the FLC -----3

 Overnight Visiting Groups-----4

 Use of Sports Facilities----- 5

 Use of Technology-----7

Guidelines for Fees: Internal and External Use----- 8

 Rooms and Kitchen Fees

Contracts

 General Usage Contract----- 9

 Addendum for Concerts/Performances and----- 10

 Contract Specific Guidelines for Use of designated Areas

 Addendum to Contract for Technology Use----- 12

 Addendum to Contract for Overnight Guests, Receptions, and Celebrations----- 13

Cleaning Checklist at Completion of Use-----14

Glossary of Terms-----15

Contact Persons

Areas and Names

Telephone Numbers

Facilitators*

General Facilitators
Sports Facilitators
Kitchen Facilitators
Overnight Facilitators
Nursery Coordinator

Media Advisor

Ken Washington

336-676-1360 (H)

336-707-0167 (O)

Media Techs

Ken Moser**
Vicki Miller**
Ronnie Nguyen**
Brandon Miller**

Wedding Coordinators

Pastor, Rick Marson

336-292-3360 (O)

Minister of Education and Director of the
Family Life Center, Anne C. Conover

336-292-3360 (O)

336-601-4029 (C)

Director of Music, David Lemly**

*When the people who will facilitate in any area are appointed, their names and phone numbers will be listed here.

**When these people say what numbers they want listed here, they'll be added.

Family Life Center General Guidelines for Use of the Facility

Both church members and friends of the church have devoted untold hours in the planning of our new Family Life Center. Members, those who attend regularly, and friends of the church—from adults to children—have supported the project generously with their gifts and pledges, and God has provided for us. We ask that the facility be respected as an important component of our church, and we require that everyone treat it as such by actions and language.

We offer the following guidelines for all who will use the building, both those in our church family and those who live in the community. Specific guidelines are given under the proper heading for:

Community and Overnight Usage

Kitchen and Meals

Sports

Performances

Weddings, Receptions, and Celebrations

Conferences, Meetings, and Other Events

Technology.

Overall Guidelines

- All reservations must be made in advance. Church members/regular attendees will be given preference should there be a conflict on a given date, with certain exceptions, i.e., weddings, family reunions, and funerals
- All reservations are to be made after February 1, after church events have been scheduled for the year. Exceptions to this are weddings and similar special events. Dates are reserved on a first come, first served basis. Reservations should be made through the Director of the Family Life Center, 336-292-3360.
- Reservations may be denied by vote of the Trustees.
- A contract must be completed between the Church and the Lessee, and a key to the facility being used may be provided. The key must be returned no later than the day following the event. A fee of \$10 will be charged for a lost key.
- All activities should cease at 10:30, and the building must be closed by 11:00.
- A facilitator will be assigned for all events.
- The facilitator must be present when activities are sponsored by someone other than a member or regular attendee.
- Church property may not be removed from the premises without approval of the Trustees. Equipment may be moved from one room to another provided it is returned to its original place on completion of the activity.
- Use of all audio/video equipment will be governed by the Technology guidelines of this document.
- Persons using the facility may use only the rooms they have reserved.

- Fees for custodial care or technology use will be based on the specific need. Those fees are indicated under the guidelines given for each type activity.
- No posters, notices, signs, or banners may be affixed to the walls or ceilings. Nothing can be affixed to the curtains.
- A refundable security deposit of 25% of the contract usage fee will be required. This refund will be available in the church office a week after the event if all requirements of the contract are met. Lessee will be responsible for any damage, as assessed by the trustees. Any damage beyond the deposit will be the responsibility of the Lessee.
- Any special circumstances not covered by this document must be approved by the Trustees.
- Smoking is not allowed on the premises.
- Alcoholic beverages or illegal substances of any kind are not allowed on the premises.
- Profanity in speech or music is not allowed on the premises.

Group Rates

- Non-member groups must provide the Church with appropriate documentation of liability insurance in effect during usage of the building and will be required to sign an Indemnity and Hold Harmless Agreement in favor of RUMC.

Guidelines for Receptions and Celebrations

The following instructions are specific for planning special occasions such as receptions, celebrations, birthday parties, family reunions, or other special events.

- A Kitchen Facilitator will be assigned.
- The stoves, dishwashers, ovens, and warmers require specific instructions, which will be given to the Kitchen Facilitator prior to the scheduled event.
- There can be no eating or drinking on the stage, except for times when meals being served require the use of the stage.
- Cloth tablecloths owned by the church can only be used by church members. Table cloths must be spot cleaned, laundered, and returned to their appropriate storage area. (Do not dry clean table cloths.) Table coverings for non-members will be the responsibility of the person planning the event.

Guidelines for Overnight Visiting Groups

We appreciate your interest in visiting our church and staying in our facility. All overnight visitors can be accommodated by approval of the Administrative Council. The General Guidelines for use of the buildings (page 1) and for fees (page 9) apply to overnight stays.

In addition to all other fees, there will be a fee per meal if your group requests meals.

All youth groups must comply with Safe Sanctuary policies of the United Methodist Church. We also require the following:

- Two weeks before arrival, a letter on church letterhead signed by the senior pastor(encrypted, digital signatures on electronic letterhead are acceptable) specifically verifying that:
 1. All staff/chaperones have had a criminal background check.
 2. A 1:10 adult-student ratio is maintained.
 3. All chaperones are at least 21 years old.
 4. Mixed gender groups must have at least one male and one female chaperone.
 5. Overnight facilitators must be screened.
- A Certificate of Insurance (Liability) listing Rehobeth United Methodist Church as an additional insured party.

Other Pertinent Information

- The following daily housekeeping tasks will be expected by each group to maintain the cleanliness of the facility:
 1. Vacuum all carpeted areas
 2. Sweep and mop all non-carpeted areas
 3. Clean restrooms and showers
 4. Remove all trash from the facility, depositing it in the appropriate disposal receptacle outside the facility.
- In consideration of other groups staying in the facility, we request that all groups be in their rooms and quiet by 11:00 p.m. All group leaders should abide by the requests of facilitator on duty.
- Outside doors will routinely be locked at 10:00 p.m. We request that guests not be outside the facility after 10:00 p.m., except to unload vehicles. Outside doors and windows should not be propped open at any time.
- Overnight guests are limited to usage of the specific rooms/areas to which they have been assigned.

- Kitchen is available but must be scheduled in advance. Limited space is available upon request for pantry and refrigerator storage. Upon departure, all opened or perishable food items must be discarded. Guests are welcome to leave and contribute unopened non-perishable food items, which the church will give to Greensboro Urban Ministry's Food Ministry program.
- A church facilitator must be on the premises for the duration of the facilities' use.

**Use of Technology
Family Life Center, Sanctuary, Fellowship Hall**

Sound, Power Point, Lighting, and Video Systems

	Internal*	External**	
Fees for use of equipment	\$50.00	\$100.00	Paid to Church
Fees for technician	\$40.00/hour	\$60.00/hour	Paid to Technician
Fees for making CDs/DVDs	\$1.50 each	\$3.00 each	Paid to Church

Note: All fees will be waived for funerals, memorial services, and church related activities.

Rules and Restrictions

Only trained church personnel are allowed in the media room or allowed to operate the equipment. Any group that has its own sound technician still requires the presence of a church technician. No adjustments to media equipment will be permitted unless approved by the church Media Advisor.

Any group that uses its own equipment does not need the services of a technician as long as they do not need access to any of the church's equipment.

Any group meeting needing just one microphone and the sound system turned on can request this at no charge provided that no other technical assistance is required.

Anyone using equipment will be responsible for helping to set up and return equipment to its storage area.

All audio and video processed through our media must first be approved and **cannot** contain any lewd content or profanity. We reserve the right to deny the use of any material which we deem offensive.

Sound outputs will be set at comfortable levels to ensure that no damage occurs to equipment.

Contact with the Media Advisor should be made before booking an event that requires media. Every effort will be made to accommodate the requirements.

NOTE: A media technician is required at all events that require the use of our media system. These are standard fees based on simple operating requirements. Complex requirements will be priced separately.

*Church member/regular attendee.

**Person or group with no church affiliation.

Fee Guidelines for Internal and External Use*

Twenty-five percent (25%) of total fees must be paid at the time of reservation. Remainder of fees will be due thirty (30) days prior to the event. The security deposit will be returned if cancellation occurs at least 30 days prior to the date of the scheduled event.

Members or internal groups have precedence in scheduling. A Facilitator may be necessary for some internal use and is required for external use.

There will be no facility charge for church-sponsored groups, such as Youth, UMW, UMM, Sunday School Classes, Scouts, meals for families of deceased members, wedding rehearsals, wedding dinner, wedding receptions (if the bride or groom is a member of the church). Custodial fees will be the same as for external groups, as indicated below. Non-church-sponsored activities, which will not be charged, include Gideons and the Red Cross.

Organizations (i.e. Civitan, Lions Clubs, etc.) qualify for Member rates if a member of RUMC is an active member of that organization. That member should be present at each event scheduled by the group and will be responsible for all activities of the Club/Group. The standing of such organizations can be re-evaluated at any time at the discretion of the Trustees.

Other external groups who wish to use the facility at terms other than the standard usage rates must have approval from the Trustees.

Church members are encouraged to help defray expenses for reunions, showers, pick-up ballgames, family-sponsored dinners, etc. Special set-ups may require additional fees.

Church members must either reset the room(s) to their original configuration, clean portions of facility used and restrooms or pay the custodial fees for this service.

We request that all fundraisers, whether internal or external, donate 10% of their profit to help offset the cost of utilities, etc.

Suggested Fees for External Groups:

	<u>Number of</u> <u>Participants</u>	<u>First Hour</u>	<u>Additional</u> <u>PerHour</u>	<u>Custodial</u>
Facilitator		\$25	\$15	
Small rooms		\$25	\$ 10	\$ 10
Large rooms	(1-50)	\$50	\$ 25	\$50
	(51-100)	\$ 75	\$ 40	\$ 75
	(101-300)	\$100	\$ 50	\$100
	(301+)	\$200	\$100	\$200
Kitchen**				
Per meal/per person/no equipment		\$.25	\$.10	\$ 25
Per meal/per person/w/equipment		\$.75	\$.25	\$ 60
Nationally Screened Nursery Attendant			\$12.50	

*People or groups using the Center are referred to as internal or external. (See Glossary of Terms at the end of this document.)

** Kitchen facilitator required when equipment is used. Costs for use of kitchen has not been established by the Ad Hoc Use Facility Committee.

**Rehobeth United Methodist Church
General Usage Contract**

The following contract is established between Rehobeth United Methodist Church, hereinafter called Lessor, and _____, hereinafter called Lessee, on _____ (day) of _____ (month), _____ (year).

Name of Event _____ Date(s) of event _____

Lessee agrees to work within the General Guidelines for Use, a copy of which will be provided with this contract. Lessee agrees to work with the assigned facilitator, who has final authority in decisions.

Lessee agrees to the following fees:

Building use-----	\$-----0.00
Technology-----	\$-----0.00
Custodian-----	\$-----0.00
Facilitator-----	\$-----0.00
Wedding coordinator-----	\$-----0.00
Nursery attendant-----	\$-----0.00
Meals/Snacks-----	\$-----0.00
Other-----	\$-----0.00

Type of Event: _____ Rooms Needed: _____

Type of Admission: Open to Public: _____

By Ticket Sales: _____

Charitable Event: _____ Beneficiary: _____

Expected Number of Attendees: _____

Cost (based on usage time, attendance, type of event, and facilities required): _____

Deposit: _____ (In the event this performance should be cancelled by the Lessee, a _____ notice must be given in order for the deposit to be refunded. If the Lessor must cancel the event, no less than _____ days must be given as _____ notice, and the deposit must be returned.)

Specific Stipulations for Concerts and Performances

The following specific stipulations apply to this contract:

- Sunday afternoons are reserved for youth and children's activities.
- Weekday use is governed by the needs of the Rehobeth Preschool.
- A facilitator must be present at all times during the preparation and use of the facilities.
- Lessor shall be held harmless in case of accident or death during event.
- Hours for use of the building shall be limited to 8:00 am—11:00 pm.
- Performance must be completed by 10:30. (The additional 30 minutes is allotted to vacate and secure the premises.)

10

- No candles without hurricane protection can be used. No fireworks, incendiary devices, or fog machines are allowed.
- No food or drink may be used except as a prop for a planned performance.
- Props/musical instruments must be confined to the stage area.
- Furniture must be moved by lifting or placing on rolling dolly.
- Decorations must be in compliance with general guidelines for building use. (See General Guidelines for Building Use)
- No tape may be affixed to the walls. Nothing may be affixed to the stage curtains. (See General Guidelines).
- Performances must comply with the general guidelines of Lessor with regard to language, body movements, dress, material content, etc.

For External Groups

- Musical performers must move their equipment in and out on the same day.

- Theatrical performances will be allowed a 24-hour set-up and take-down time, subject to the availability of the building.
- All equipment and props must be moved in and out through the side entrance to the building.
- Facilitator(s)Assigned to Event _____
- Contact Information for Facilitator: _____
- Lessor Representative: _____
- Lessee Representative: _____
- Date of the Event: _____

Contract for Technology Use

In order to meet the specific needs of the Lessee, RUMC ask that the following needs be specified. This form must be completed and turned in at time of booking.

Event Title _____

Date of Event _____

Contact person _____

Phone number _____

Number and type of microphones

Hand held microphone _____
Microphone with stand _____
Head Worn microphone _____
Total microphones _____

Lectern

With microphone _____
Without microphone _____

Power Point/CDs

Will you need any CDs played? _____
If so, how many? _____
Will you need any DVDs Played? _____
If so, how many? _____
Will you need to connect a computer
to our system? Y/N _____
Will this computer need
to be on stage? Y/N _____
Mac products need a VGA adaptor.
Do you have one? _____
Please explain why you would want to connect a computer.

Lighting

Any special requirements? _____

Other equipment

Please specify any other equipment you will need connected to our media system. Examples; keyboards, instruments. _____

Cleaning Checklist

Damages: Damages due to negligence or abuse will be the responsibility of the person reserving the Family Life Center.

User Check List

- _____ All appliances turned off (PILOT LIGHTS on stove remain OFF)
- _____ All dishes, silverware, pots and pans, and coffee pots cleaned and returned to proper place.
- _____ All items brought in (food, decorations, etc.) have been removed
- _____ Sinks, countertops and appliances are clean.
- _____ All tables are wiped clean with provided solution (stainless requires a different solution).
- _____ Chairs cleaned from crumbs and spills (upholstery cleaner provided)
- _____ Recyclables rinsed and placed in recyclable bins
- _____ Trash cans emptied and placed outside in dumpster
- _____ Floor swept (and spot mopped, if necessary)
- _____ Tables and chairs returned to configuration in which they were found
- _____ Bathrooms free of trash on cabinets and floor
- _____ All toilets are flushed
- _____ Outside free of trash

Facilitator Check List

- _____ Open building and set heat/air accordingly before the event
- _____ Clean kitchen linens (towels, wash clothes, etc.) & return to kitchen
- _____ Reset Facility Heat (65) /Air (75)
- _____ All lights turned off
- _____ All exterior doors checked and locked
- _____ Alarm set upon exit
- _____ All above items are completed adequately

Glossary of Terms

Church member: A person who has joined RUMC.

Church property: Buildings, furnishings, and equipment at RUMC.

Church related: Any program or function that originates in the annual planning of the Council on Ministries or subsequently is planned and executed by the members and staff of Rehobeth United Methodist Church.

Cleaning requirements: As stipulated on the Check List, which is part of this document.

Equipment: Any furniture or furnishings that belong to RUMC.

External: An individual or organization not associated with RUMC.

Facilitator: A person assigned by RUMC to facilitate a program/activity.

Internal: Church member or regular attendee in good standing.

Kitchen Facilitator: A person trained in the appropriate use of equipment, its maintenance, and care.

Lessee: Anyone whom RUMC allows by contract to use its facilities.

Lessor: RUMC.

Media system: Any electronic equipment that requires specific instruction for use.

Regular attendee: Any person who regularly worships at RUMC but for personal reasons has chosen not to join or move his/her membership.

Safe Sanctuary Policy: A document approved by our Pastor Parish Committee that provides for a safe and secure environment for all children using our facility. A copy of this document will accompany the contract executed by anyone who uses any part of our facility, other than for church members and regular attendees.

Setup/Breakdown: The preparation, such as setting up chairs and tables, of any part of the facility for a specific function and the return of the facility to its original state once the function is over.

Sponsor: A church member or regular attendee who speaks on behalf of an individual or organization desiring to lease any portion of Rehobeth United Methodist Church for a function which is not church sponsored.

Technicians: A person who has been given special instruction in the use of electronic equipment and has been approved to use that equipment by the Media Advisor

Technology: Any electronic equipment that requires instruction for use.

Trustees: The duly elected body of members of RUMC, who are given the responsibility of oversight of all buildings and their contents.

UMC Book of Discipline: The document which governs the function of United Methodist Churches.

Usage fees: The amount pre-determined for use of any part of the facilities of RUMC.