

First United Methodist Church of Clover

Missions and Fellowship Center

Dedicated to praising and glorifying God through

- **Service to God's children who are in need**
- **Fellowship with our brothers and sisters in Christ**
- **Stewardship of our God-created physical bodies**
- **Nurture of all people in Christian faith and life**

GUIDELINES FOR USE OF THIS FACILITY

PURPOSE

The purpose of the Missions and Fellowship Center is to facilitate missions, fellowship, and worship and education ministries of First United Methodist Church and to host other members of the Clover Community as they seek to achieve these purposes.

We welcome all members of First UMC and visitors and guests sponsored and accompanied by First UMC members to any of the activities of the Center. Members and group leaders are fully responsible for the appropriate conduct of all participants. Events may be scheduled up to two years in advance but cannot be confirmed until the church calendar is finalized in October for the coming year. This means that activities which occur in January cannot be confirmed until four months prior to January (October of the previous year), with the exception of wedding-related activities such as rehearsal dinners and receptions, which will be confirmed up to one year prior to the wedding for church members and six-months prior to the event for non-members. Non-members scheduling the facilities are advised that members have scheduling priority. However, we will do our best to accommodate all requests for use of the facilities that fall within the purpose of the center.

Other groups within the Clover Community, defined generally as the Clover School District area, are welcome to use the facilities. Of course, all activities must conform to the purpose of the facility as outlined above. Non-member groups may sponsor events independently of First UMC activities subject to advance payment of the appropriate facilities usage fee (see attached fee schedule). The usage fees include utilities, basic facilities, and access to Center staff to help with questions about the use of the facility and ensure that these guidelines are followed. A group leader who is an adult over the age of twenty-five must be on the premises and responsible for the activities of the group from arrival to departure. The group leader must meet with Center staff prior to the scheduling of activities to determine if the proposed activity falls within the purpose of the Center before the activity will be scheduled. The group leader must possess the necessary leadership capabilities to responsibly supervise the group.

The group leader must be present at all times during the activity.

Note: The Center may pre-empt scheduled activities in the case of natural disaster which requires use of the facilities for relief activities or emergency shelter.

Church sponsored groups such as our Scouting Troops and the Veterans Committee are allowed to use the FUMC facilities at no charge pending approval from our Church Business Tech Coordinator and the Sr. Pastor. (See form enclosed)

If there is a need to use staff for setup/breakdown of tables and chairs for an event, this must be scheduled with our Church Business Tech Coordinator and our church Sexton. In this case, there will be a \$50 fee to be paid directly to the church, and church Sexton will be paid from church Financial Secretary. In special cases that directly relate to ministry, this fee may be waived by the Sr. Pastor.

All outside vendors will need to be approved by The Administrative Council before they can be scheduled. Please note: the Missions and Fellowship Center is not available for commercial purposes (Tupperware, Pampered Chef, fundraisers, etc.) of any kind without the express permission of the Administrative Council of Stewards of First United Methodist Church. Written requests for such use may be forwarded on the Facilities Request Form through the Church Business Tech Coordinator at least ninety days before the proposed activity date.

GENERAL REGULATIONS

All activities in the Missions and Fellowship Center shall be in harmony with Christian ideals and gracious personal conduct. The Center will be closed during all regular church-wide worship services, Sunday school, and special events. No activities for a particular age group in the Center shall conflict with educational or music programs for the same age group.

- Appropriate dress for the activities is expected at all times. Rubber sole, non-scuffing shoes designed for indoor athletic use are to be worn for active play in the activities area.
- The use of alcohol, tobacco, and other drugs (unless medically prescribed) are prohibited in the Center.
- Loitering is not permitted in the Center or in the parking lots.
- Children are not to be left unattended at any time.
- No pets will be allowed in the Center.
- Objects or instruments harmful to persons will not be allowed in the Center or the parking lots.
- Abusive and profane language and violent behavior are not appropriate at any time, and violators will be escorted from the facilities immediately.
- Food and beverage spillage is to be cleaned up promptly and reported along with any other damage to the church office.
- Equipment rooms, offices, and kitchen of the Center are open only to authorized personnel.
- A telephone for general use is available outside the church offices. No long-distance calls are permitted.
- The Center offers athletic equipment for your enjoyment. Please indicate your requirements on the Facilities Request Form.
- All equipment to be used in the Center is to be checked in and out through Center Staff. All outside equipment must be approved by the Center Staff.
- Individuals or groups who check out Center equipment or use Center property will be responsible financially for equipment that is damaged, lost, destroyed, or stolen, and/or any property damage. No equipment is to be taken from the building unless authorized. Furniture items are not to leave the Center

- Anyone found misusing, destroying equipment, or defacing the building in any way will be asked to leave immediately and can return only upon approval of the staff.
- Music and dancing is welcome as an act of Christian fellowship. Lewd physical displays under the guise of dancing will not be tolerated. Obscene or profane lyrics will not be permitted. This means the plug will be pulled if the first warning is not obeyed.

LIABILITY

The use of the Missions and Fellowship Center and its equipment will be at the risk of the participant. First United Methodist Church of Clover, Inc. does not assume liability or responsibility for any participant. Serious accidents and injuries will be reported immediately to the group leader and Center Staff member. In the case of an emergency, as necessary, 911 will be called and efforts will be made to notify the responsible party specified on the Medical Release Form. Group leaders are responsible for having Medical Release Forms for all participants. Basic first aid supplies will be maintained and dispensed by the Center Staff, but no medication will be given. First United Methodist Church of Clover, Inc. does not make any express or implied warranty of the premises, equipment, machinery, fixtures, or furniture.

AUTHORITY

- Policies and procedures for the Center shall be drafted by the Missions and Fellowship Center Committee and approved by the Administrative Council of Stewards of First United Methodist Church.
- Center Staff is comprised of trained church staff and volunteer members who oversee the activities of the Center and interpret and enforce the guidelines established by the Missions and Fellowship Center Committee.
- In the spirit of the Center's Purpose, the Center Staff will counsel with group leaders and/or persons where minor infractions are involved. For more serious and/or repeated violations, the Center Staff may ask violators to leave immediately and/or may call parents or law enforcement personnel.
- In extreme cases, violators may be asked not to use the facilities and equipment for a period of time; or the situations may be referred to the Missions and Fellowship Center Committee for action.
- Policies are to be added or revised as need arises by the Missions and Fellowship Center Committee, with the subsequent approval of the Administrative Council of Stewards. In any case policies and procedures are to be reviewed at least annually by the Center Committee.

RESERVATIONS

- Reservations for the Missions and Fellowship Center shall be made with the Church Business Tech Coordinator of the Center on the attached Facilities Request Form. A master schedule of activities and room usage will be maintained and monitored in the office of the Church Business Tech Coordinator. The current month's activities are posted outside the office and on the Center bulletin board.
- Normally reservations are to be made at least 4 weeks in advance. In the event of availability, the Church Business Tech Coordinator can determine if space may be booked with less than 4 weeks' notice.
- Reservations are to be made by the group leader of the group using the building, and this person will be in charge of enforcing the policies of the Center, including liability for damage to property or equipment and/or any loss of equipment.

- The Center may not be reserved for more than 3 hours at a time for non-church-wide events unless special approval is given by the Church Business Tech Coordinator. Wedding receptions are exempt from this provision.
- Long time usage, for more than one month, or on continuing basis, is to be approved by the Center Committee, upon recommendation by the Church Business Tech Coordinator.
- Each group is responsible for clean-up immediately following each use. Please see the attached clean-up checklist. The cleaning fee includes sweeping, mopping, taking out the garbage etc. It does not include picking up refuse left behind by the group using the facility. Those who refuse to pick up after themselves will be refused future use of the facilities.
- All groups making reservations will be responsible for their own program and for providing adequate adult supervision. With advance notice of at least two weeks, the Church Business Tech Coordinator and other staff members will be available to help plan and lead programs/activities for members as their schedules permit.
- Separate reservations are to be made for each room to be used, including the kitchen and lobby areas. It is not assumed that these areas will be available when booking the main Center area.
- Reservations are to be promptly cancelled with the Center Church Business Tech Coordinator if plans change, and failure to do so will jeopardize future confirmations to that group.
- Outside church and community service groups will be charged an appropriate clean up and/or maintenance fee. A clean up/damage deposit fee will be required in advance (before a reservation can be confirmed). A fee schedule (usage fee, cleaning, damage/deposit, set-up, and special equipment) will be available in the Church Business Tech Coordinator's office.

LOST & FOUND

- A lost and found area will be designated and maintained by the Church Business Tech Coordinator, and items will be returned to the owner upon request with proper identification.
- Participants are encouraged to put their names on clothing and items brought to the Center.
- Items left after hours will be placed in the lost and found storage.
- Lost and found items not claimed within 6 weeks will be donated to appropriate community service agencies, or discarded.

SCHEMATIC AND SPECIAL REGULATIONS FOR SPECIFIC ROOMS

- A general diagram showing the location, room numbers, and names of all rooms and spaces in the Center will be available in the office of the Church Business Tech Coordinator.
- In addition to the guidelines for the Center, special regulations will apply to the use of specific rooms in the Center.
- Only athletic equipment, furnishings, supplies, and other equipment assigned to the Center and its rooms may be stored in the rooms and storage areas of the Center. Temporary storage for multi-day activities must be arranged in advance with the Church Business Tech Coordinator.

KITCHEN

- The Kitchen shall remain unlocked for all scheduled church functions. It is intended that the kitchen be available for use at all times for church members during normal church activities. Use of the kitchen must be scheduled through the Church Business Tech Coordinator and coordinated with the Church Hostess. The key to the kitchen will be issued from the office of the Church Business Tech Coordinator and recorded until returned.
- Any group using the kitchen will be responsible for complete clean up after the event. Garbage must be removed from the kitchen. (A dumpster is outside the kitchen at far side of parking area.)
- Any foods left over are to be taken from the kitchen. If foods are to be frozen, they should be wrapped and labeled with dates and contents. There may be food products left in the kitchen by groups using the kitchen on a regular basis (for example: the United Methodist Men for their supper meetings); however, these food items must be labeled. Labels are available in the kitchen. Any unlabelled items will be promptly discarded. Other groups are not to use items which are not their own.
- Any dish towels, table covers, other cloths, aprons, etc., are to be laundered by users and returned to the kitchen as soon as possible.
- Absolutely no kitchen equipment is to be removed from the building at any time without permission from the church hostess or Church Business Tech Coordinator and a written record will be made at the time. This includes dishes, bowls, silver, cooking pots and pans, glassware, etc.
- The building custodian is to be responsible for mopping of the kitchen floor; however, any group using the kitchen should sweep the kitchen floor. Spills in any area of the building should be cleaned up immediately.
- Paper products are to be inventoried and ordered by the church hostess. Any group using the kitchen must make arrangements with the hostess for use of these products.
- Groups using the Center and kitchen for meals can arrange to have tables and chairs put in place by contacting the Church Business Tech Coordinator. The building custodian is responsible for setting up and taking down tables and chairs.
- Concerning the ice machine: church members may obtain ice for church functions only. However, groups using ice should check the church calendar so an adequate supply of ice will be available for scheduled events.
- Any bowls or plates brought by church members to the kitchen or Center should have a name on it and be picked up immediately by the owner. A shelf in the storage area is designated as the pick-up area for these items.

ATHLETIC AND FITNESS GUIDELINES

- Safety first!! Watch out for yourself and for others.
- Only athletic shoes with rubber soles may be worn during athletic activities.
- No cleats may be worn in the Center.

- Modest, appropriate dress shall be worn at all times. Shirts or tank tops are to be worn at all times.
- Balls are not to be deliberately kicked, thrown or spiked against walls or ceiling.
- If you are talented enough to dunk a basketball, rejoice!—but do not hang on the rim.
- Skate boards, roller blades, roller skates and riding toys (tricycles, bicycles, and hot wheels) are not allowed in the gym. Bicycles on stationary trainers are permitted, but may not be ridden separate from the trainer.
- No athletic activities are permitted while tables are set up in the Center.
- Tables are not to be sat upon or stood upon.
- The Center is equipped with area lighting. Please use only the light in the area you are using. If playing half-court basketball, extinguish the lights on the unused section. Remember that this is not a business enterprise. Everything we save can be applied to God's work in the world.
- If showering or using the basins in our restroom facilities, please conserve water by ensuring that faucets are completely turned off. Group Leader will be held responsible for any showers left running or lights left on and appropriate reimbursements will be required for wasted utilities.
- Leave all areas of the Center at least as clean and orderly as you found them. We would appreciate your help in disposing of any refuse left behind by prior users. Please notify the Church Business Tech Coordinator if you detect any sign of abuse of the Center facilities.
- In case of injury or other emergency, contact the Center Staff immediately. A phone for emergency use is located in the lobby.
- Have fun, make new friends, get fit, and enjoy the Missions and Fellowship Center!

Fee Schedule (For non-members)

Refundable Damage and Curfew Deposit \$300.00

Usage Fees (Includes utilities, Center Staff presence, unlock-lock service)
(Note: set-up and tear-down time is subject to these fees)
(Note: Lobby area is required for all wedding bookings-cleaning fees apply)

Sanctuary	\$300.00 (includes rehearsal time and day of wedding)
Main Center	\$ 50.00 first hour; \$25.00 each additional hour
Kitchen	\$ 25.00 first hour; \$15.00 each additional hour
Lobby Area	Included if booked with Main Center Separately, \$15.00 first hour; \$10.00 each additional hour

Cleaning Fees (applies to all use)

Sanctuary	\$ 75.00
Main Center	\$ 50.00
Kitchen	\$ 35.00
Lobby	\$ 15.00
All Areas combined fee	\$165.00

Sound and Audio Visual

The Main Center has specialty sound and video equipment which is available for use. Use of this equipment requires the services of First UMC's A/V Technician for a nominal fee. There is no charge for the use of equipment under the technician's supervision. If you prefer, you can bring in outside equipment with the Church Business Tech Coordinator's approval.

A/V Technician Fee: Minimum, \$50.00 per event @ \$20.00 per hour (including equipment)

Reminder: The Missions and Fellowship Center is available only from 8:00am through 10:00pm daily. If the building and parking lot are not vacated by 10:00pm the deposit will be forfeited and hourly charges will be assessed for each hour or part thereof at the rate of \$50.00 per hour in addition to the deposit forfeiture.

FEE SCHEDULE (For member's personal function* use)

Free-will donations for the use of the Center will be gladly accepted with gratitude!

Cleaning Fees (applies to all use)

Main Center	\$50.00
Kitchen	\$35.00
Lobby	\$15.00
All Areas combined fee	\$90.00

Members may clean the facilities themselves subject to approval of the Center Church Business Tech Coordinator and final inspection by the Church Sexton. Please see the attached clean-up checklist.

Sound and Audio Visual

The Sanctuary and the Missions and Fellowship Center both have specialty sound and video equipment which is available for use. The use of this equipment requires FUMC trained persons that can be obtained from our Business Tech Coordinator for a fee. There is no charge for the use of equipment under the technician's supervision.

If you prefer, you can bring in outside equipment with the Church Business Tech Coordinator.

A/V Technician Fee: Minimum, \$50.00 per event @ \$20.00 per hour (including equipment)

Reminder: The Missions and Fellowship Center is available only from 8:00 a.m. through 10:00 p.m. daily. If the building and parking lot are not vacated by 10:00 p.m. the deposit will be forfeited and hourly charges will be assessed for each hour or part thereof at the rate of \$50.00 per hour in addition to the deposit forfeiture.

*Personal functions are defined as those activities in which the invitations are made by a member, but do not include all members of a class, circle, or entire membership of the church. Examples are weddings, wedding receptions, rehearsal dinners, family reunions, birthday parties, non-church-sponsored athletic team practices and pick-up games and activities not open to the entire church or an age-group of the church's membership.

Facilities Request Form

First United Methodist Church
PO Box 225, 124 Bethel Street, Clover, SC 29710
(803) 222-3496, Fax – (803) 222-7200

Event Description: _____

Sponsoring Committee/Group (if applicable): _____

Event Date: _____

Is this event recurring weekly/monthly? Yes No

If so, please state (ex. 2nd Thursday of each month) _____

Actual Time of Event: _____

Entire Time Needed (setup and cleanup): From _____ Until _____

Rooms (please mark all that apply):

Missions & Fellowship Center (capacity 600 in chairs; 400 at tables) number expected _____

Kitchen All Sainted Memorial Park Lobby - number expected _____

Classroom (capacity is 20) – number expected _____

Sanctuary (capacity is 250) – number expected _____

of Chairs needed: _____ # of Tables needed: _____ Round _____ Rectangular _____

Audio/Visual Equipment (please mark all that apply)

TV DVD VCR Slide Projector Video Camera

Overhead Projector Screen Sound (PA system) Ease Flipchart

Group Leader: _____

Day Phone #: _____ Night Phone #: _____

Requested by: _____ Date: _____

For Office Use Only

Reserved: Yes No Written Confirmation Sent: Date _____ By: _____

Payment Received: _____