

# **Bold Spring United Methodist Church**

## **Community Life Center**

### **Use Rules and Regulations**

#### **Rental Categories:**

Congregation Sponsored Functions: This category includes Bold Spring United Methodist Church (hereafter Church) member and Church attendee events held by Church groups, such as youth, men's or women's, Church committees, funerals and/or weddings.

Non-Congregation Sponsored Functions (sponsored by a Church member or attendee): This category includes events sponsored by Church members or attendees such as family reunions, birthday parties, anniversary celebrations, showers, wedding receptions, or use of the gym for recreational activities.

Outside Organization and/or Individual Sponsored Functions: This category includes events scheduled by other church, community or business groups or individuals.

#### **General Guidelines for Use:**

1. All activities in the Community Life Center (hereafter Center) must be in keeping with the teachings and beliefs of Bold Spring United Methodist Church.
2. The Center is available for social activities of the Church organizations. In keeping with the objective of being a community center, the Church will make the Center available to community groups, organizations and/or individuals whenever possible.
3. Organized functions for, or casual use by, the youth must be chaperoned by an approved adult (18 years of age or older). Overnight activities such as sleepovers/lock-ins, will be scheduled only if there are no conflicts with other Church usage and by Congregation Sponsor only.
4. The Center Activities Coordinator (hereafter Coordinator), assigned by the Church, is responsible for reserving the Center and for collecting all associated fees.
5. A completed and signed application form must be submitted, giving first and second choice dates, with availability subject to Church functions.
6. Each event application is to be approved by the Coordinator or the Church Administrative Council.
7. Keys to the Center will be issued the week of the event. Keys and completed agreement form checklist must be returned at the completion of the event.
8. Set-up and cleanup is the responsibility of the Church group, member or attendee sponsoring the event. A cleaning fee in the amount of \$100.00 can be paid prior to the event if the group or individual responsible for the event does not wish to perform its own cleanup.
9. Tables, chairs, equipment and/or supplies are not to be removed from the Center.
10. Decorations, accessories, etc. must not be attached by nails, staples or any other means which may damage any Center components or surfaces.
11. Storage facilities are not available before or after the event.

12. Center items used for an event must be properly stored at the completion of the event. If an item is broken, it must be reported on the completed checklist. The Church reserves the right to determine the method of repair and the associated costs.
13. Ensure ALL doors are locked when departing.
14. Ensure fans or heating units are turned back to their original setting when departing (louvers should be open when using fans and closed when using heat).
15. Ensure all lights are off when departing.
16. Non-marking athletic shoes must be worn by all individuals playing on the gym floor.
17. Groups or individuals must furnish their own food (catering), decorations and paper products.
18. All food particles must be cleaned from the floors prior to sweeping and/or mopping the floor.
19. The group or individual that reserved the Center is responsible for checking the bathrooms prior to departure. Toilets should be flushed, water turned off, trash in appropriate container(s) and lights turned off.
20. The following items are prohibited in the Center: loud or abusive music; tobacco products; alcoholic beverages; illicit drugs; gambling; profanity; pets (except service animals); firearms; other items deemed inappropriate at the discretion of the Church.
21. Applicants for use of the Center agree to hold Bold Spring United Methodist Church, the individual members thereof and all officers, agents and employees free and harmless from any loss, damage, liability, cost of expense that may arise during, or caused in any way by, such use or occupancy of the Center.
22. Refer to the Center Use Fee Structure below regarding fees applicable to the use of the Center.

**Additional Guidelines for Use by Outside Organizations and/or Individual:**

1. All outside groups, organizations and/or individuals wishing to use the Center will be required to obtain approval of the Coordinator prior to rental. Applicants must be: 21 years of age or older; the primary sponsor of the event; and present during the entire duration of the event.
2. A Church Representative will be appointed to open and close the Center prior to and after the event. This Representative will be responsible for the keys for the Center and will not necessarily be present for the entire duration of the event.
3. No overnight activities will be allowed.
4. A deposit in the amount of \$200.00 per event will be required upon the event approval. This deposit, which is in addition to the use fee, will be refunded upon inspection of the Center, finding no damage and no cleanup requirements. A cleaning fee in the amount of \$100.00 can be paid prior to the event if the group or individual responsible for the event does not wish to perform its own cleanup.

**Center Use Fee Structure:**

<b>Rental Category</b>	<b>Center Use Fee</b>
Congregation Sponsored Function	No Fee
Non-Congregation Sponsored Function (sponsored by a Church member or attendee)	\$50.00
Outside Organization and/or Individual Sponsored	\$100.00

Function	
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