

TRAVELERS REST UNITED METHODIST CHURCH GUIDELINES FOR THE FAMILY LIFE CENTER

PURPOSE – The facilities of the Family Life Center (“FLC”) (gymnasium, parlor and kitchen) are for the use of Travelers Rest United Methodist Church (“TRUMC”), its organizations and members in order that its programs (Leisure Ministries, UMW, UMM, Evangelism, Education, Worship, Missions, Social Concerns, Ecumenical Affairs and Stewardship) may be strengthened through Christian recreation and fellowship.

The following policy guidelines are designed to help the membership use the facilities most effectively within the framework of the stated PURPOSE.

1. Any activity shall be supervised by a Designated Adult (this is considered to be a person who is 18 years or older) who will be responsible for the facilities during their usage. The Designated Adult will be present at all times.
2. Members of TRUMC and participants in its sponsored program organizations shall have use of the FLC.
3. Members may bring their guests or prospective members to participate in recreational activities, during which members and guests will be expected to comply with the guidelines for use of the building.
4. The FLC will not be open for recreational use when such usage conflicts with Sunday School, Worship Service, UMYF, Vacation Bible School and other church-wide activities.
5. Organizations outside TRUMC may reserve the facilities pending the approval of the Minister and the Chairman of the Trustees. An outside organization will identify a Designated Adult (who shall be a church member) who will be responsible for scheduling the facilities through the church office, obtaining the keys, paying the charges and following the guidelines for the use of the facility.
6. Some charges will be assessed for the use of the hall and are to be paid at the time reservations are made. Charges will be assessed as follows (based on estimate usage):

Members:	No charge except as indicated by number 7
Non-members:	\$100 Family Life Center Parlor
	\$ 50 Family Life Center Kitchen
	\$50 deposit that is refundable within ten working days if the custodial staff finds no misuse of facilities
7. If custodial services are needed to clean up, the individual reserving the FLC must make arrangements with the Chairman of the Trustees. A charge of a minimum of \$50 will be assessed for this service. The Chairman of the Trustees and the custodian will determine when the work will be accomplished.
8. The attaching of items to walls, columns, doors or windows with tape, tacks, nails or any other fastener is not permitted.
9. SMOKING WILL NOT BE PERMITTED IN ANY PART OF THE FLC.
10. NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS WILL BE PERMITTED ANY PLACE ON THE PREMISES.
11. REMOVAL OF ANY CHURCH PROPERTIES FROM THE PREMISES IS NOT PERMITTED.
12. The securing and overall security of the FLC will be the responsibility of the Designated Adult in charge of the group using the building. (Turn off lights, water, heat, fans, lock doors, store equipment and return keys to the church office.)

As of May 2012, refer to updated fee schedule for new fees

TRUMC FLC CHARGES AND AGREEMENT

Date(s) of Use _____ Time: From _____ To _____

	Total Cost (\$)
Gymnasium Use	\$100

I have read and agree to adhere to the guidelines for the use of the FLC and agree to accept and meet these stated responsibilities.

Name _____
(please print)

Address _____

Phone Number _____

Signature _____

Date _____

TRAVELERS REST UNITED METHODIST CHURCH GUIDELINES FOR THE FAMILY LIFE CENTER'S PARLOR

1. Reservations for the use of the Family Life Center's Parlor ("Parlor") must be scheduled 30 days prior to usage by the responsible individual and permission will be granted subject to the approval of the Minister or the Chairman of the Trustees.
2. Reservations will be made by completing the form on the reverse side of these guidelines and submitting the completed form with any deposit necessary to the Church Secretary during normal business hours.
3. Some charges will be assessed for the use of the Parlor and are to be paid at the time the reservations are made. Charges will be assessed as follows:

Members: Church related organizations such as UMW, UMM,
Vacation Bible School, etc. - no charge

Member-sponsored organization: If the Parlor is being used by an outside organization under sponsorship of a church member:
\$50 for use
\$50 deposit that is refundable within ten working days
if the custodial staff finds no misuse of facilities

Non-members: \$100 for use
\$50 deposit that is refundable within ten working days
if the custodial staff finds no misuse of facilities

Special Use: Subject to the approval of the Trustees and a yearly review.

4. It is the responsibility of the user to set up, take down, remove all trash and return to their original location all tables, chairs, etc.
5. If custodial services are needed to set up, take down and/or clean up, the individual reserving the Parlor must make arrangements with the Chairman of the Trustees. A charge of \$50 will be assessed for this service. The Chairman of the Trustees and the custodian will determine when the work will be accomplished.
6. It is the responsibility of the individual reserving the Parlor to assume the cost involved in restoring any damage or breakage occurring while using the Parlor. The church assumes losses only to normal wear and tear. If the user is a nonmember the sponsor will obtain the information concerning costs and make sure the church is compensated.
7. **SMOKING WILL NOT BE PERMITTED IN ANY PART OF THE BUILDING.**
8. **NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS WILL BE PERMITTED ANY PLACE ON THE PREMISES.**
9. **REMOVAL OF ANY CHURCH PROPERTIES FROM THE PREMISES IS NOT PERMITTED.**
10. A Church sponsor will pick up all keys, turn off lights, heat and/or air conditioning and lock all doors.

TRAVELERS REST UNITED METHODIST CHURCH GUIDELINES FOR THE FAMILY LIFE CENTER'S KITCHEN

ANY TIME THE KITCHEN IS TO BE USED THERE MUST BE PRESENT A PERSON WHO HAS BEEN INSTRUCTED IN THE USE OF THE AREA. THE TRUSTEES HAVE A LIST OF THESE PEOPLE. IF YOU WOULD LIKE TO BE TRAINED IN IT'S USE, PLEASE TALK TO THE CHAIR PERSON OF TRUSTEES.

1. All appliances and exhaust hood will be used/operated in accordance with the instructions posted on or near the item(s) being used.
2. It is the responsibility of the user to remove all trash and place it in dumpster outside and return all utensils to their original location after they have been properly cleaned.
3. Some charges will be assessed for the use of table service and table linens. They will be assess as follows:
 Members: \$15 for use
 If linens are used, they must be properly laundered and returned to the Kitchen within a week. This is to be paid for by the user. Table clothes should be cleaned and fully dried and stacked without folding in storage room in gym.
 Non-members: \$100 for use
 No supplies (linens, china, etc.) are furnished.
4. The Kitchen cannot be used without using the Parlor and, therefore, general guidelines for the Parlor apply to the use of the kitchen also.
5. If custodial services are needed to clean up, the individual reserving the Parlor must make arrangements with the Chairman of the Trustees. A charge of \$50 will be assessed for this service. The Chairman of the Trustees and the custodian will determine when the work will be accomplished.

TRUMC PARLOR AND KITCHEN CHARGES AND AGREEMENT

Date(s) of Use _____ Time: From _____ To _____

	Cost (\$)
Parlor Use	
Kitchen Use	
Deposit *	
TOTAL CHARGE	

*refundable within ten working days if the custodial staff finds no misuse of facilities

I have read and agree to adhere to the guidelines for the use of the Parlor and the Kitchen and agree to accept and meet these stated responsibilities.

Name _____
(please print)

Address _____

Phone Number _____

Signature _____ Date _____

Approved by Trustees at December 8, 2002 meeting