

SECTION 3.0

GUIDELINES

For the use of First Methodist

Sarah Caston Parlor

3.1 General

The maximum capacity of the Caston Parlor is 40 persons. This number has been established by our insurance carrier and is mandated for safe use of the facility by the local building fire code. Please do not exceed the capacity listed above for any reason.

If any audible alarm sounds, occupants must evacuate the building immediately. Local police and fire departments monitor all alarms originating from the church and will respond quickly. Please remain outside the building until proper authorities have given you permission to return.

Children under the age of 12 must be supervised when visiting the parlor.

3.2 Designated Persons (Host)

The Sarah Caston Parlor is a special part of our church facilities. Each furniture piece and decoration was carefully selected and donated by members of our congregation as a memorial or in honor of someone meaningful to them or the church. Consequently, it is the practice of the church to only allow use of the Caston Parlor in the presence of a designated church member and only for special events. The use of this facility by any party can only be approved by the unanimous consent of the pastor, the Trustee Chairman and the Parlor Committee.

The church designate (Host) for the Caston Parlor must be listed on the appropriate Reservation Request Form and be in attendance at the event. This person must be a member of the congregation who is authorized to serve as a host for such events. A listing of these approved members is maintained in the church office. The host is not necessarily in charge of the event but must be present in the parlor throughout the entire event. The host is there to account for and protect church property.

3.3 Building Set-up/Condition

Furnishings in the room (tables, chairs, vases, etc.) are not to be removed except for the Maundy Thursday Service or at the specific direction of the Parlor Committee.

No tape, tacks or adhesives are to be applied to the walls, floors or furnishings of the building under any circumstances.

Utilities - The designated church member (host) will know how to turn lights on and off, arm and disarm the security system and adjust the building HVAC. Only this individual should adjust these systems. A Utilities List is available in the church office, if needed.

Flowers - Flowers to be used in the Parlor are to be arranged and cared for in the service kitchen. When placing a vase of flowers in the parlor, a trivet should be placed beneath the vase to prevent any water damage to the furnishings.

Candles - Beeswax (dripleless and smokeless) candles are required if candles are to be used in the Caston Parlor. All candles must include drip-catchers or bobeches.

Service Kitchen - Please note that a checklist has been developed and is posted on the wall of the kitchen for your use in preparing for and cleaning up after an event. This checklist should be used if you will be preparing and/or serving food from the kitchen area.

- Note the location of the fire extinguisher prior to using the kitchen area.
- Do not leave food, drinks or condiments in the refrigerator
- Some serving utensils, non-perishable food items and paper goods are stored in kitchen area. These items are used for routine church functions and are not intended for the renter's use. If you do use any of these items, you must replace or return them as found.
- Two large trash cans are stored in cabinets beneath the kitchen counter. All garbage is to be secured in the plastic can liners as provided, tied and placed in the green dumpster in the parking lot. Additional liners are located in the kitchen and trash cans should be left empty with a new liner.
- All counter-tops should be damp wiped clean after use and the floors should be swept.
- Plastic table pads (to be placed beneath a table cloth) and drink coasters are available and stored in the kitchen. These items should be used whenever food or drink is to be served in the parlor.
- Please use the checklist provided, turn off all appliances and secure the building before you leave.

3.4 Use Fee

A fee list is printed below, is available from the church office and is also viewable under the Resources tab as *Facilities Use Fee List*.

Sarah Caston Parlor Use Fee Structure			
Requested By	User Fee*	Custodial Fee**	Security Deposit***
FUMC Member	\$0	\$12/hr (\$25 min)	\$0
Non-Member Note: Use of the Caston Parlor by non-members is discouraged and is available only upon the approval of the pastor, Trustee Chairman and the Parlor Committee	\$50	\$12/hr (\$25 min)	\$200
* User Fee is not applicable for use of the sanctuary ** Custodial Fee provides for an on-site custodian during all activities and is not refundable *** Security Deposit is not applicable for use of the sanctuary			

Facilities Use Reservation Request Form

For Use of the First United Methodist

Sarah Caston Parlor

Requesting Party

Contact Name	Organization (if applicable)
Contact Mailing Address	Contact City State Zip
Contact Phone Number	Contact Email Address
Affiliation with First United Methodist of Cheraw (check one): <input type="checkbox"/> Member of First United Methodist <input type="checkbox"/> Wedding Party <input type="checkbox"/> Individual not a member of FUMC	

Event Description

Proposed Date of Use	Time of Use	Number of Expected Attendees
Description of the Event to be Held		
Name of Responsible Party		
The Responsible Party named above is (Check One): <input type="checkbox"/> The Applicant who is a member of the Church <input type="checkbox"/> A Member of the Church Attending the Event <input type="checkbox"/> Church Member Designated as the Host <input type="checkbox"/> Not Required as the Event is to be Held During Church Office Hours		

Agreement

I have read and agree to the guidelines set forth for the use of the Sarah Caston Parlor. I understand that this request will not be considered confirmed until this form and the required fees are received by the church office and I receive written or electronic confirmation of the reservation. I also understand that the fees associated with this use are non-refundable. I also understand that the security deposit may be used towards cleaning the parlor or paying for damage if not left in a condition acceptable to the church staff.				
Signature of Person Requesting Reservation	Date	User Fee	Custodial Fee	Security Deposit
Special Requests or Comments				
For Office Use Only: Request Received By		Date Received	Fee Amt Received	