

SECTION 1.0

GUIDELINES

For the use of First Methodist

Fellowship Hall

1.1 General

The maximum capacity of the FUMC Fellowship Hall is 325 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.

It is important that our facilities be convenient, accessible and secure for the wedding party both during the rehearsal and on the wedding day. In order to ensure the safe and appropriate use of the facility, the wedding party will be required to pay a custodial fee to secure the presence of the church custodian. The wedding party must also designate a Host, who is a current member of FUMC, who will be present throughout any activities. The host and custodian will ensure that the church security system, HVAC system, lighting and other needs of the wedding party are fully met.

1.2 Designated Persons (Host)

As part of this agreement to permit use of the Fellowship Hall, an individual must be identified and designated as the *host* if any portion of the planned activity will take place outside the normal church operating hours of 8:30am to 5:30pm Monday through Friday. The person designated as the host must be a member of our congregation and approved by the pastor or a church trustee. The host is not in charge but must be present in the hall throughout the period of use. The host is in attendance to monitor activities and protect church property from the beginning until the end of its use. If the services of the church custodian are required during an event, the custodian will work under the direction of the host.

1.3 Building Set-up/Condition

Furnishings in the room (permanent tables, piano, plants, etc.) are to be left as you find them. No tape, tacks or adhesives are to be applied to the walls, floors or furnishings of the building. All floors should be swept thoroughly following any activity where food is served.

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.

Piano - The piano is not to be played or moved without prior permission from the music director who can be contacted through the church office. Nothing is to be placed on top of the piano under any circumstances.

Television - The television located in the Fellowship Hall is for church use only and is not to be used or moved without prior permission from the church office.

Folding Tables - Folding tables are available for those using the hall. These tables are located underneath the stage area at the front of the hall. Please wipe the tops of any tables used for serving food or which otherwise become soiled prior to returning them to storage. The older, chocolate colored tables are stored beneath the stage. The tan colored tables are to be stored in the mobile racks where they were found. Any tables removed from the Sunday School classrooms must be returned to those respective classrooms following use.

Folding Chairs - Folding chairs are stored in the large closet between the stage area and the kitchen. These chairs must be returned to the storage area at the conclusion of the activity. Please set aside and mark any damaged chairs you may find. Chairs removed from the Sunday School classrooms must be returned at the conclusion of the event.

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

- Note the location of the fire extinguisher prior to using the kitchen area.
- Do not use the stove/oven for broiling or searing food. Always turn *on* the ventilation hood when using the stovetop. Please clean the stove/oven after its use.
- Do not leave food, drinks or condiments in the refrigerator or on the counters following your use of the facility, take these items with you.
- Some serving utensils, non-perishable food items and paper goods are stored in kitchen area. These items are not intended for the renter's use. However, if you do use any of these items, you must replace or return them as found.
- 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.
- Please use the checklist provided, turn off all appliances and secure the building before you leave.
- If you use dish cloths or towels from the kitchen, please take these with you, wash them and return them to the kitchen as soon as possible.

1.4 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*.

Fellowship Hall Use Fee Structure				
Requested By	Size of Party	User Fee*	Custodial Fee**	Security Deposit***
FUMC Member	Less Than 50	\$10/hr (\$25 max)	\$12/hr (\$25 min)	\$0
	50 or More	\$10/hr (\$50 max)	\$12/hr (\$25 min)	\$0
Non-Profit Organization	Less Than 50	\$50/hr	\$12/hr (\$25 min)	\$100
	50 or More	\$50/hr	\$12/hr (\$25 min)	\$100
Commercial Business	Less Than 50	\$50/hr	\$12/hr (\$25 min)	\$100
	50 or More	\$50/hr	\$12/hr (\$25 min)	\$200
<p>* 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</p>				

Facilities Use Reservation Request Form

For Use of the First United Methodist

Fellowship Hall

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"/> Non-Profit/Civic Group
<input type="checkbox"/> Individual not a member of FUMC	<input type="checkbox"/> Local Business

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 First Methodist Fellowship Hall. 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	Fee Amt Enclosed
Special Requests or Comments		
For Office Use Only: Request Received By	Date Received	Fee Amt Received