Guidelines
for the use of
The Family Life Center
Rehobeth United Methodist Church

Ad Hoc Committee Approved: June 18, 2012
Trustees Approved: September 18, 2012
Additional Changes Approved by Trustees: February 12, 2013
Rehobeth United Methodist Church
Family Life Center

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June 18, 2012
## Contact Persons

<table>
<thead>
<tr>
<th>Areas and Names</th>
<th>Telephone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facilitators</strong>*&lt;br&gt;General Facilitators&lt;br&gt;Sports Facilitators&lt;br&gt;Kitchen Facilitators&lt;br&gt;Overnight Facilitators&lt;br&gt;Nursery Coordinator</td>
<td></td>
</tr>
<tr>
<td><strong>Media Advisor</strong>&lt;br&gt;Ken Washington</td>
<td>336-676-1360 (H)&lt;br&gt;336-707-0167 (O)</td>
</tr>
<tr>
<td><strong>Media Techs</strong>&lt;br&gt;Ken Moser**&lt;br&gt;Vicki Miller**&lt;br&gt;Ronnie Nguyen**&lt;br&gt;Brandon Miller**</td>
<td></td>
</tr>
<tr>
<td><strong>Wedding Coordinators</strong>&lt;br&gt;Pastor, Ben K. Shepherd</td>
<td>336-292-3360 (O)&lt;br&gt;336-285-8006 (H)&lt;br&gt;336-689-0642 (C)</td>
</tr>
<tr>
<td><strong>Minister of Education and Director of the</strong>&lt;br&gt;Family Life Center, Rev. Dr. Anne C. Conover</td>
<td>336-292-3360 (O)&lt;br&gt;336-601-4029 (C)</td>
</tr>
<tr>
<td><strong>Director of Music, David Lemly</strong>*</td>
<td></td>
</tr>
</tbody>
</table>

*When the people who will facilitate in any area are appointed, their names and phone numbers will be listed here.

**When these people say what numbers they want listed here, they’ll be added.
Rehobeth United Methodist Church
Family Life Center
General Guidelines for Use of the Facility

Both church members and friends of the church have devoted untold hours in the planning of our new Family Life Center. Members, those who attend regularly, and friends of the church—from adults to children—have supported the project generously with their gifts and pledges, and God has provided for us. We ask that the facility be respected as an important component of our church, and we require that everyone treat it as such by actions and language.

We offer the following guidelines for all who will use the building, both those in our church family and those who live in the community. Specific guidelines are given under the proper heading for:

Community and Overnight Usage
Kitchen and Meals
Sports
Performances
Weddings, Receptions, and Celebrations
Conferences, Meetings, and Other Events
Technology.

Overall Guidelines

• All reservations must be made in advance. Church members/regular attendees will be given preference should there be a conflict on a given date, with certain exceptions, i.e., weddings, family reunions, and funerals.
• All reservations are to be made after February 1, after church events have been scheduled for the year. Exceptions to this are weddings and similar special events. Dates are reserved on a first come, first served basis. Reservations should be made through the Director of the Family Life Center, 336-292-3360.
• Reservations may be denied by vote of the Trustees.
• A contract must be completed between the Church and the Lessee, and a key to the facility being used may be provided. The key must be returned no later than the day following the event. A fee of $10 will be charged for a lost key.
• All activities should cease at 10:30, and the building must be closed by 11:00.
• A facilitator will be assigned for all events.
• The facilitator must be present when activities are sponsored by someone other than a member or regular attendee.
• Church property may not be removed from the premises without approval of the Trustees. Equipment may be moved from one room to another provided it is returned to its original place on completion of the activity.
• Use of all audio/video equipment will be governed by the Technology guidelines of this document.
• Persons using the facility may use only the rooms they have reserved.
• Fees for custodial care or technology use will be based on the specific need. Those fees are indicated under the guidelines given for each type activity.
• No posters, notices, signs, or banners may be affixed to the walls or ceilings. Nothing can be affixed to the curtains.
• A refundable security deposit of 25% of the contract usage fee will be required. This refund will be available in the church office a week after the event if all requirements of the contract are met. Lessee will be responsible for any damage, as assessed by the trustees. Any damage beyond the deposit will be the responsibility of the Lessee.
• Any special circumstances not covered by this document must be approved by the Trustees.
• Smoking is not allowed on the premises.
• Alcoholic beverages or illegal substances of any kind are not allowed on the premises.
• Profanity in speech or music is not allowed on the premises.

Group Rates
• Non-member groups must provide the Church with appropriate documentation of liability insurance in effect during usage of the building and will be required to sign an Indemnity and Hold Harmless Agreement in favor of RUMC.
Guidelines for Receptions and Celebrations

The following instructions are specific for planning special occasions such as receptions, celebrations, birthday parties, family reunions, or other special events.

- A Kitchen Facilitator will be assigned.
- The stoves, dishwashers, ovens, and warmers require specific instructions, which will be given to the Kitchen Facilitator prior to the scheduled event.
- There can be no eating or drinking on the stage, except for times when meals being served require the use of the stage.
- Cloth tablecloths owned by the church can only be used by church members. Table cloths must be spot cleaned, laundered, and returned to their appropriate storage area. (Do not dry clean table cloths.) Table coverings for non-members will be the responsibility of the person planning the event.
Guidelines for Overnight Visiting Groups

We appreciate your interest in visiting our church and staying in our facility. All overnight visitors can be accommodated by approval of the Administrative Council. The General Guidelines for use of the buildings (page 1) and for fees (page 9) apply to overnight stays. In addition to all other fees, there will be a fee per meal if your group requests meals.

All youth groups must comply with Safe Sanctuary policies of the United Methodist Church. We also require the following:

- Two weeks before arrival, a letter on church letterhead signed by the senior pastor (encrypted, digital signatures on electronic letterhead are acceptable) specifically verifying that:
  1. All staff/chaperones have had a criminal background check.
  2. A 1:10 adult-student ratio is maintained.
  3. All chaperones are at least 21 years old.
  4. Mixed gender groups must have at least one male and one female chaperone.
  5. Overnight facilitators must be screened.
- A Certificate of Insurance (Liability) listing Rehobeth United Methodist Church as an additional insured party.

Other Pertinent Information
- The following daily housekeeping tasks will be expected by each group to maintain the cleanliness of the facility:
  1. Vacuum all carpeted areas
  2. Sweep and mop all non-carpeted areas
  3. Clean restrooms and showers
  4. Remove all trash from the facility, depositing it in the appropriate disposal receptacle outside the facility.
- In consideration of other groups staying in the facility, we request that all groups be in their rooms and quiet by 11:00 p.m. All group leaders should abide by the requests of facilitator on duty.
- Outside doors will routinely be locked at 10:00 p.m. We request that guests not be outside the facility after 10:00 p.m., except to unload vehicles. Outside doors and windows should not be propped open at any time.
- Overnight guests are limited to usage of the specific rooms/areas to which they have been assigned.
- Kitchen is available but must be scheduled in advance. Limited space is available upon request for pantry and refrigerator storage. Upon departure, all opened or perishable food items must be discarded. Guests are welcome to leave and contribute unopened non-perishable food items, which the church will give to Greensboro Urban Ministry’s Food Ministry program.
- A church facilitator must be on the premises for the duration of the facilities’ use.
Use of Technology
Family Life Center, Sanctuary, Fellowship Hall

Sound, Power Point, Lighting, and Video Systems

<table>
<thead>
<tr>
<th>Service</th>
<th>Internal*</th>
<th>External**</th>
<th>Fee</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees for use of equipment</td>
<td>$50.00</td>
<td>$100.00</td>
<td>Paid to Church</td>
<td></td>
</tr>
<tr>
<td>Fees for technician</td>
<td>$40.00/hour</td>
<td>$60.00</td>
<td>Paid to Technician</td>
<td></td>
</tr>
<tr>
<td>Fees for making CDs/DVDs</td>
<td>$1.50 each</td>
<td>$3.00 each</td>
<td>Paid to Church</td>
<td></td>
</tr>
</tbody>
</table>

Note: All fees will be waived for funerals, memorial services, and church related activities.

Rules and Restrictions

- Only trained church personnel are allowed in the media room or allowed to operate the equipment. Any group that has its own sound technician still requires the presence of a church technician. No adjustments to media equipment will be permitted unless approved by the church Media Advisor.
- Any group that uses its own equipment does not need the services of a technician as long as they do not need access to any of the church’s equipment.
- Any group meeting needing just one microphone and the sound system turned on can request this at no charge provided that no other technical assistance is required.
- Anyone using equipment will be responsible for helping to set up and return equipment to its storage area.
- All audio and video processed through our media must first be approved and cannot contain any lewd content or profanity. We reserve the right to deny the use of any material which we deem offensive.
- Sound outputs will be set at comfortable levels to ensure that no damage occurs to equipment.
- Contact with the Media Advisor should be made before booking an event that requires media. Every effort will be made to accommodate the requirements.

NOTE: A media technician is required at all events that require the use of our media system.
- These are standard fees based on simple operating requirements. Complex requirements will be priced separately.

*Church member/regular attendee.
**Person or group with no church affiliation.
Fee Guidelines for Internal and External Use*

Twenty-five percent (25%) of total fees must be paid at the time of reservation. Remainder of fees will be due thirty (30) days prior to the event. The security deposit will be returned if cancellation occurs at least 30 days prior to the date of the scheduled event. Members or internal groups have precedence in scheduling. A Facilitator may be necessary for some internal use and is required for external use.

There will be no facility charge for church-sponsored groups, such as Youth, UMW, UMM, Sunday School Classes, Scouts, meals for families of deceased members, wedding rehearsals, wedding dinner, wedding receptions (if the bride or groom is a member of the church). Custodial fees will be the same as for external groups, as indicated below. Non-church-sponsored activities, which will not be charged, include Gideons and the Red Cross.

Organizations (i.e. Civitan, Lions Clubs, etc.) qualify for Member rates if a member of RUMC is an active member of that organization. That member should be present at each event scheduled by the group and will be responsible for all activities of the Club/Group. The standing of such organizations can be re-evaluated at any time at the discretion of the Trustees.

Other external groups who wish to use the facility at terms other than the standard usage rates must have approval from the Trustees.

Church members are encouraged to help defray expenses for reunions, showers, pick-up ballgames, family-sponsored dinners, etc. Special set-ups may require additional fees. Church members must either reset the room(s) to their original configuration, clean portions of facility used and restrooms or pay the custodial fees for this service.

We request that all fundraisers, whether internal or external, donate 10% of their profit to help offset the cost of utilities, etc.

**Suggested Fees for External Groups:**

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>First Hour Per Hour</th>
<th>Additional Per Hour</th>
<th>Custodial Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitator</td>
<td>$25</td>
<td>$15</td>
<td>$10</td>
</tr>
<tr>
<td>Small rooms</td>
<td>$25</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Large rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1-50)</td>
<td>$50</td>
<td>$25</td>
<td>$50</td>
</tr>
<tr>
<td>(51-100)</td>
<td>$75</td>
<td>$40</td>
<td>$75</td>
</tr>
<tr>
<td>(101-300)</td>
<td>$100</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>(301+)</td>
<td>$200</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Kitchen**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per meal/per person/no equipment</td>
<td>$ .25</td>
<td>$ .10</td>
<td>$ 25</td>
</tr>
<tr>
<td>Per meal/per person/w/equipment</td>
<td>$ .75</td>
<td>$ .25</td>
<td>$ 60</td>
</tr>
</tbody>
</table>

Nationally Screened Nursery Attendant $12.50

*People or groups using the Center are referred to as internal or external. (See Glossary of Terms at the end of this document.)

** Kitchen facilitator required when equipment is used. Costs for use of kitchen has not been established by the Ad Hoc Use Facility Committee.
Rehobeth United Methodist Church
General Usage Contract

The following contract is established between Rehobeth United Methodist Church, hereinafter called Lessor, and ________________________________, hereinafter called Lessee, on _______ (day) of _______________ (month), _______ (year).

Name of Event ___________________________ Date(s) of event_____________________

Lessee agrees to work within the General Guidelines for Use, a copy of which will be provided with this contract. Lessee agrees to work with the assigned facilitator, who has final authority in decisions.

Lessee agrees to the following fees:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building use</td>
<td>$0.00</td>
</tr>
<tr>
<td>Technology</td>
<td>$0.00</td>
</tr>
<tr>
<td>Custodian</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facilitator</td>
<td>$0.00</td>
</tr>
<tr>
<td>Wedding coordinator</td>
<td>$0.00</td>
</tr>
<tr>
<td>Nursery attendant</td>
<td>$0.00</td>
</tr>
<tr>
<td>Meals/Snacks</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Total Reservation Fee-------$ 0.00

Deposit at time of reservation ------$ 0.00 (25% of total – Refundable 30 days before event)

Final Payment-------------------$ 0.00 (75% of total due 30 days prior to event)

Security Deposit------------------$ 0.00 (If required)

By signing below, ____________________________ (Individual or Officer representing the Lessee) indicates that he/she has read and agrees to abide by this contract, its Fee Schedules, and the General Guidelines for use of Rehobeth United Methodist Church. Lessee accepts full responsibility for those present during the time of the facilities’ use, and furthermore understands the condition in which the facility must be left.

Lessee also agrees to hold harmless the Lessor in the case of accidents while Lessee is using the facility.

_________________________________ Rehobeth United Methodist Church
Lessee

_________________________________ Lessor

_________________________________ Name of Group (If applicable) Church Representative

Date____________________________________________

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Contract for Reserving Facilities for Concerts and Performances

In order to use the Family Life Center for performances, the following contract is entered into between Rehobeth United Methodist Church, hereafter called Lessor and ____________________________, hereafter called Lessee.

Lessee (Organization): ____________________________________________________________

Individual Responsible: __________________________________________________________

Address: ________________________________________________________________________

Land Phone: __________________________ Cell Phone: _________________________________

Date(s): ___________________________ Hours: ________________________________

Type of Event: __________________________ Rooms Needed: __________________________

Type of Admission: Open to Public: __________________________

By Ticket Sales: __________________________

Charitable Event: ___________ Beneficiary: __________________________

Expected Number of Attendees: _________________

Cost (based on usage time, attendance, type of event, and facilities required): ____________

Deposit: __________________________ (In the event this performance should be cancelled by the Lessee, a ___________ notice must be given in order for the deposit to be refunded. If the Lessor must cancel the event, no less than _______ days must be given as notice, and the deposit must be returned.)

Specific Stipulations for Concerts and Performances

The following specific stipulations apply to this contract:
- Sunday afternoons are reserved for youth and children’s activities.
- Weekday use is governed by the needs of the Rehobeth Preschool.
- A facilitator must be present at all times during the preparation and use of the facilities.
- Lessor shall be held harmless in case of accident or death during event.
- Hours for use of the building shall be limited to 8:00 am—11:00 pm.
- Performance must be completed by 10:30. (The additional 30 minutes is allotted to vacate and secure the premises.)
• No candles without hurricane protection can be used. No fireworks, incendiary devices, or fog machines are allowed.
• No food or drink may be used except as a prop for a planned performance.
• Props/musical instruments must be confined to the stage area.
• Furniture must be moved by lifting or placing on rolling dolly.
• Decorations must be in compliance with general guidelines for building use. (See General Guidelines for Building Use)
• No tape may be affixed to the walls. Nothing may be affixed to the stage curtains. (See General Guidelines).
• Performances must comply with the general guidelines of Lessor with regard to language, body movements, dress, material content, etc.

For External Groups
• Musical performers must move their equipment in and out on the same day.
• Theatrical performances will be allowed a 24-hour set-up and take-down time, subject to the availability of the building.
• All equipment and props must be moved in and out through the side entrance to the building.
• Facilitator(s)Assigned to Event ________________________________________________
• Contact Information for Facilitator: ____________________________________________
• Lessor Representative: _______________________________________________________
• Lessee Representative: _______________________________________________________
• Date of the Event: ___________________________________________________________
Contract for Technology Use

In order to meet the specific needs of the Lessee, RUMC ask that the following needs be specified. This form must be completed and turned in at time of booking.

Event Title ______________________________________
Date of Event ____________________________________
Contact person __________________________________
Phone number ____________________________________

Number and type of microphones
   Hand held microphone ______
   Microphone with stand ______
   Head Worn microphone ______
Total microphones* ______

Lectern
   With microphone ______
   Without microphone ______

Power Point/CDs
   Will you need any CDs played?
      If so, how many? ______
   Will you need any DVDs Played?
      If so, how many? ______
   Will you need to connect a computer to our system? Y/N ______
   Will this computer need to be on stage? Y/N ______
   Mac products need a VGA adaptor.
      Do you have one? ______
   Please explain why you would want to connect a computer.
      _______________________________________________________
      _______________________________________________________

Lighting
   Any special requirements? ________________________________
      _______________________________________________________
      _______________________________________________________

Other equipment
   Please specify any other equipment you will need connected to our media system. Examples; keyboards, instruments. *If additional equipment or additional hours for technician are required there may be additional charges incurred. ___________________________________________________
      _______________________________________________________
      _______________________________________________________

   
Cleaning Checklist

Damages: Damages due to negligence or abuse will be the responsibility of the person reserving the Family Life Center.

User Check List

______ All appliances turned off (PILOT LIGHTS on stove remain OFF)
______ All dishes, silverware, pots and pans, and coffee pots cleaned and returned to proper place.
______ All items brought in (food, decorations, etc.) have been removed
______ Sinks, countertops and appliances are clean.
______ All tables are wiped clean with provided solution (stainless requires a different solution).
______ Chairs cleaned from crumbs and spills (upholstery cleaner provided)
______ Recyclables rinsed and placed in recyclable bins
______ Trash cans emptied and placed outside in dumpster
______ Floor swept (and spot mopped, if necessary)
______ Tables and chairs returned to configuration in which they were found
______ Bathrooms free of trash on cabinets and floor
______ All toilets are flushed
______ Outside free of trash

Facilitator Check List

______ Open building and set heat/air accordingly before the event
______ Clean kitchen linens (towels, wash clothes, etc.) & return to kitchen
______ Reset Facility Heat (65) /Air (75)
______ All lights turned off
______ All exterior doors checked and locked
______ Alarm set upon exit
______ All above items are completed adequately
Glossary of Terms

Church member: A person who has joined RUMC.

Church property: Buildings, furnishings, and equipment at RUMC.

Church related: Any program or function that originates in the annual planning of the Council on Ministries or subsequently is planned and executed by the members and staff of Rehobeth United Methodist Church.

Cleaning requirements: As stipulated on the Check List, which is part of this document.

Equipment: Any furniture or furnishings that belong to RUMC.

External: An individual or organization not associated with RUMC.

Facilitator: A person assigned by RUMC to facilitate a program/activity.

Internal: Church member or regular attendee in good standing.

Kitchen Facilitator: A person trained in the appropriate use of equipment, its maintenance, and care.

Lessee: Anyone whom RUMC allows by contract to use its facilities.

Lessor: RUMC.

Media system: Any electronic equipment that requires specific instruction for use.

Regular attendee: Any person who regularly worships at RUMC but for personal reasons has chosen not to join or move his/her membership.

Safe Sanctuary Policy: A document approved by our Pastor Parish Committee that provides for a safe and secure environment for all children using our facility. A copy of this document will accompany the contract executed by anyone who uses any part of our facility, other than for church members and regular attendees.

Setup/Breakdown: The preparation, such as setting up chairs and tables, of any part of the facility for a specific function and the return of the facility to its original state once the function is over.

Sponsor: A church member or regular attendee who speaks on behalf of an individual or organization desiring to lease any portion of Rehobeth United Methodist Church for a function which is not church sponsored.

Technicians: A person who has been given special instruction in the use of electronic equipment and has been approved to use that equipment by the Media Advisor.

Technology: Any electronic equipment that requires instruction for use.

Trustees: The duly elected body of members of RUMC, who are given the responsibility of oversight of all buildings and their contents.

UMC Book of Discipline: The document which governs the function of United Methodist Churches.

Usage fees: The amount pre-determined for use of any part of the facilities of RUMC.