

Center United Methodist Church Christian Fellowship Center Guidelines

Purpose: The CFC is to be enjoyed by our Church Family such as UMW, UMM, Youth, Sunday School and Scouts F or the good of The Church and community while glorifying God.

General Guidelines:

Reservations can be made by calling Center UMC Administrative Assistant at 731-6616 between 9:00 AM and 2:00 PM Monday thru Thursday (except holidays). Reservations are to be made after January 1st and after church events have been scheduled for the year. Weddings can be scheduled prior to January 1st. Any other exceptions must be approved by the Administrative Board. Your reservation is not secured until your payment has been received by the Administrative Assistant. See chart below for rental fees. Keep in mind the fees are based on daily basis. Fees collected will be placed in the Community Mission Fund.

It is recommended that small groups use the Fellowship Hall in lieu of the CFC when possible.

A Church Facilitator must be used for each event and a checklist must be filled out and reviewed with facilitator. See list of facilitators below. Facilitator fees are to be paid directly to specific facilitator. Special Note: An audio/video facilitator is needed only when the sound and visual equipment is to be used.

Regulations:

- No alcoholic beverages can be served or consumed on the church premises.
- No tobacco products are to be used within the church facilities.
- Individuals or groups must furnish their own decorations and paper goods (plates, cups and napkins).
- All candles used for decorations must be contained.
- No tape or thumb tacks may be used on the walls, doors, windows, or supporting beams.
- No tables or chairs can be removed without approval from the Trustee's chairperson (exception: Short notice for a funeral).
- No kitchen equipment or utensils can be removed from the CFC unless checked out with the Kitchen Steward.
- Tables and chairs must be cleaned and returned to proper storage area.
- All events should be completed and closed up by 11:00 PM unless otherwise approved by the Administrative Board.

The CFC must be cleaned and all trash cans emptied into the outside receptacles. Replace with clean trash bags in all trash cans. Cleaning must meet cleaning requirements. Turn off all utilities before leaving. Lock all doors in the CFC and church. Complete check list with facilitator.

Fees:

There will be NO charge for the following Church related activities:

- Church related fundraising projects
--In the event a church member is preparing a meal for a group, such as a class reunion or banquet as a fundraiser for the church
- Sunday School Class activities
- United Methodist Women activities
- United Methodist Men activities
- Youth and Scout activities

- Bible Study Group activities
- Meals for the families of deceased members
- Wedding Rehearsal, dinner, wedding reception (if bride or groom is a member of the church). First day is free, while extra day to setup - daily fee will apply. (100.00)

Church Member Rate (\$100.00 per day) applies to:

The host of the event or the person being honored must be a member at CUMC. A member is defined as an individual on the church roll in good standing, attending, and/or supporting Center financially.

- Birthday parties
- Bridal showers - Bride or groom is a member of CUMC
- Baby shower - Prospective parents are members of CUMC
- Wedding Anniversaries
- Family Reunions- A family member must be a member of CUMC
- Class Reunions – A class member must be a member of CUMC
- Community Service Organization (i.e. Chamber of Commerce, Civitans, and Lions) would qualify for member rate if they have a member of CUMC active in their organization. A member of the organization must be present at each event as well as a facilitator.

No commercial meetings will be allowed under the members rates

Non-Church Member Rates (\$500.00 per day) applies to:

- Family reunions
- Clubs (meetings or parties)
- Showers
- Birthday parties
- Wedding anniversaries
- Business meetings and income –producing events
- Banquets
- Receptions

Basketball/Volleyball –Team related

The following events to be scheduled based on availability: Prior board approval is required.

1. Church sponsored team practices/games (Basketball, Volleyball)
2. Community “pick-up” games with member(s) participating and guest. Adult supervision and Safe Sanctuary required. Limited to 1 day per week
3. Community teams practice where coach or assistant coach is a church member and present at practice. (Limited to 1 day per week, 1½ hour per team)

Basketball/Volleyball – Non team related

In the event a member wishes to organize a game of basketball and not team related, the following will apply:

- The activity must be scheduled through the Administrative Assistant and placed on the church calendar. Church functions will take precedence. However, impromptu activities can take place provided no other activities are scheduled.
- At least one member of the church must be participating in the activity

- If youth game, at least **2 adults** must be present at all times of the activity and approved for Safe Sanctuary
- A facilitator must be present
- CFC must be closed by 11:00pm
- All other rules pertaining to the CFC will be enforced (cleaning, lights turned off, doors locked, etc.)

Unique situations may be brought before the Administrative Board for special consideration

CFC Fees	Per Day
Members	\$100.00
Facilitator	\$75.00 (3 hours-\$15.00 thereafter)
Janitorial (members may do own cleaning)	\$100.00
Non-Members	\$500.00
Facilitator	\$200.00 (3 hours-\$15.00 thereafter)
Janitorial (members may do own cleaning)	\$150.00

Facilitator List:

Ron Cheek – 813- 2438 (Facilitator Chairperson)

Robert and Lisa Bates – 731- 3268

Jamie Black – 731-8496

Elwood Blackmon- 731-4297

Gary and Christine Brinkley – 731- 7171

Donald Hamilton – 764-5605

Kay Hedrick – 473 4259

Angie Leonard-731-4485

Beth Leonard – 731- 2362 or 425- 4777

Rena Meredith – 764- 2783

Chris Michael – 731- 2305

Gayle Nifong – 764- 2277

Pat Simmons – 731- 2720 (H) 978- 7600

John Snyder – 731-3285

Reida Snyder- 731-6937

Jack and Sherry Thrift – 764 3826

Craig and Elizabeth Shillinglaw 224-6257

Joseph and Wendy Talley- 766-2054

Aaron Whitfield – 239- 6461