

## **Fellowship Hall Guidelines**

Purpose: The Fellowship Hall is to be enjoyed by our church family such as UMW, UMM, Youth, Sunday School and Scouts for the good of the church and the 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.

### **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).
- No tape or thumb tacks may be used on the walls, doors, or windows.
- No tables or chairs can be removed without approval from the Trustee's chairperson (exception: short notice for a funeral).
- All events should be completed and closed up by 11:00 PM unless otherwise approved by the Administrative Board.

The Fellowship Hall must be cleaned and all trash cans emptied into the outside receptacles then replace with clean trash bags. Cleaning must meet cleaning requirements listed on the wall in the Fellowship Hall. Turn off all utilities before leaving. Lock all doors in the church. Complete check list with facilitator. PLEASE NOTE: SEE FACILITATOR LIST UNDER THE CHRISTIAN FELLOWSHIP REGULATIONS.

### **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, 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.

**Church Member Rate** (\$25.00 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 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
- No commercial meetings will be allowed under the members rates

**Non-Church Member Rates** (\$50.00 per day) applies to:

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

. A member of the organization must be present at each event as well as a facilitator.

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

<b>Fellowship Hall Fees</b>	<b>Per Day</b>
Members	\$25.00
Janitorial (members may do own cleaning)	
<hr/>	
Non-Members	\$50.00
Facilitator	\$25.00
Janitorial (members may do own cleaning)	