

GUIDELINES FOR THE USE OF THE FAMILY LIFE CENTER
CATAWBA UNITED METHODIST CHURCH
APPROVED MAY 1993
AMENDED MAY 1995, MARCH 1997, and OCTOBER 2015



INTRODUCTION

The following regulations and guidelines were compiled by the Family Life Center (FLC) Activities Committee and were approved by the Administrative Board on May 12, 1993. The FLC Activities Committee and/or the Chairperson of the Board of Trustees reserves the right to waive or alter these guidelines, if deemed appropriate, depending on individual requests.

The facilities of Catawba United Methodist Church are primarily for the use of the membership of the church. We strongly encourage each group to be responsible for the care of the FLC building and report any damage to the church office or to the Chairperson of the Board of Trustees. There will be no charge for the use of the Family Life Center for Catawba UMC related programming.

CONDITIONS AND/OR RESTRICTIONS

1. The facilities are not available for political gatherings, non-church related fund-raising, or any meeting that would be in conflict with the doctrine or policies set forth in the Discipline of the United Methodist Church.
2. No alcoholic beverages can be used in or on the premises of the FLC.
3. Use of tobacco products is prohibited inside the facility.
4. Profanity is prohibited.
5. Any group of youth under 18 years of age must have an adult present while using the building.
6. Catawba UMC will not be responsible for any accident or occurrence. The user of the facilities will be liable for any damages that might occur. A statement to these conditions must be signed in the church office.
7. Each group, organization, or individual using the FLC is responsible for cleaning and securing the FLC. The FLC must be cleaned and returned to its original condition upon arrival. The attached checklist must be completed and returned with the key.
(Amendment per Administrative Board, October 14, 2015)*
 - a. All trash should be bagged up and removed from the premises by the group using the facility.
 - b. Tables and chairs should be left in an orderly fashion.
 - c. Tables and chairs which need to be moved should be lifted and carried instead of pushed across the floor.
 - d. All lights should be turned off.

- e. When exiting the FLC, the thermostats should be set as follows: 65° in the winter; 80° in the summer. (Amendment per Administrative Board, March 12, 1997)**
- f. Restrooms should be left in good condition with water and lights turned off.
- g. All electrical equipment in the kitchen should be turned off.
- h. Any left-over food that is opened should be taken out after the function.
- i. Any meat or perishable food that is to be used for a later function should be put in the freezer and not left in the refrigerator.
- j. Food and drinks are not to be used on carpeted area.
- k. Food is not allowed in the gym area with the exception of an overflow crowd from the dining area at meals.
- l. No street shoes shall be worn on the gym floor for sports activities.
- m. Recreational equipment should be locked in the storage are, not left out.
- n. All exits should be locked and the key returned promptly to the church office.

MEMBERSHIP AND RESERVATIONS

1. Church programming at Catawba UMC has priority over any private function or use of the building. (I.E., the scheduling of the FLC must not conflict or interfere with church-sponsored programs.)
2. Members of Catawba UMC have priority over any other persons or organization.
3. Group reservations for use of the FLC must be made in advance with the church secretary.
 - a. The facilities cannot be scheduled – for non-church programming – more than three months in advance (with the exception of wedding receptions).
 - b. Once a date has been accepted by the church office, this date has priority over all other requests.
 - c. Reservations will be made on a first come – first served basis.
 - d. Reservations should be promptly cancelled – with the church secretary – if plans are changed.
 - e. In order to qualify for the “membership donation” status, members of Catawba UMC can only reserve the FLC for activities relating to their immediate family or else members themselves must be the direct beneficiary of the activity. Examples: wedding anniversary celebrations, birthday parties, etc.
 - f. Each group and/or non-members wishing to use the FLC must fill out an application form which will be filed in the church office.
 - g. Those persons making application to reserve the FLC shall be at least 18 years old – the members as well as non-members.

- h. Users of the FLC will be charged, based on the following scale:
 - i. Church Members- A donation will be asked to help defray custodial and utility expenses for showers, receptions, parties, etc.
 - ii. Non-Member Fees- \$200.00
 - iii. Ministry Fees- \$100.00
 (Amendment per Administrative Board, October 14, 2015)***

The FLC is a part of our church for each and every one of us to enjoy. It would not be any value to us if we did not use it. We ask that you respect it as you use and enjoy it.

(Additional Information: As approved by the Trustees on January 9, 1996, any church member wishing to borrow church furniture [tables, chairs, etc.] should contact the Chairperson of the Trustees who will handle the matter.)

*** Amendment per Administrative Board, October 14, 2015**

Originally stated: Each group, organization, or individual using the FLC is responsible for cleaning and securing the FLC in the following areas:

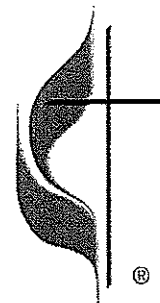
**** Amendment per Administrative Board, March 12, 1997**

Originally stated: Thermostats should not be adjusted except by an authorized person.

***** Amendment per Administrative Board, October 14, 2015**

Originally stated: Non-Member Fees- Dining Hall only	-\$135.00
Kitchen (light refreshments)	-\$15.00
Kitchen (cooking/serving a meal)	-\$50.00
Gym area only	-\$25.00 per hour

Catawba United Methodist Church
Family Life Center



CLEAN-UP CHECKLIST

1. All appliances are cleaned and turned off:
 - a. Coffee Pots _____
 - b. Dishwasher _____
 - c. Ovens/Stove _____
 - d. Food Warmers _____

2. Cookware and cutlery has been cleaned and returned to their proper locations _____

3. Sweep and mop up items on floor in kitchen and dining area _____

4. Furniture/Equipment:
 - a. Tables/Chairs returned to original positions _____ (at least 6 chairs per round table, remaining chairs go to the long tables in the back)
 - b. Tables/Chairs cleaned and wiped down _____
 - c. Kitchen equipment/utensils returned to original positions _____
 - d. Kitchen equipment/utensils cleaned and/or wiped down _____
 - e. Cleaning supplies (mops, brooms, etc.) are returned to original locations _____

5. All restrooms checked:
 - a. Toilets flushed _____
 - b. Sinks wiped out _____
 - c. Trash removed _____
 - d. Floors inspected/cleaned _____
 - e. Verify all toilets and sinks are not left running _____

6. Trash and Garbage:
 - a. All trash and garbage is to be placed in large rolling containers outside the back kitchen door. If all containers are full, trash should be removed from the premises. _____
 - b. Placed clean trash liners in cans _____

7. Refrigerator/Freezer:
 - a. Doors are secure and closed completely _____
 - b. All food that was personally brought with you has been removed _____

8. Utilities turned off or returned to pre-event settings:

- a. Lights (hall, kitchen, restrooms) turned off _____
- b. Thermostats (set at: 78° during (Spring/Summer) and 62° during (Fall/Winter) _____
- c. Kitchen exhaust fans are turned off _____
- d. Doors between the gym and dining area are closed _____

9. Windows, doors, and closets:

- a. Windows, doors, and closets are closed and secured/locked _____
- b. Return borrowed keys to the church office as soon as possible _____
- c. Closet(s) that have been unlocked are locked, secure, and in an orderly manner _____

10. Laundry Concerns:

- a. Did you use towels/dishcloths/pot holders/tablecloths and/or aprons? Yes ____ No ____
- b. Use your best judgment: If there is enough items to wash a load please wash and dry the items. If there aren't enough to do a load, rinse the items and hang them to dry. _____
- c. When did you return laundered items to their original locations? _____

11. All decorations have been removed (including tape) _____

12. Are there any items that are out of stock or near out of stock? Yes ____ No ____

If so, please list items.

12. Please report anything you feel was not in good working order during your use of the Family Life Center.

Signature _____ Date _____

In the event of an emergency, please contact Pastor Stephen Shytle at church: (828) 241-4868, parsonage: (828) 241-1308 or cellular: (704) 460-1513.