

CFC Usage Agreement

A CFC usage fee is required for all non-church sponsored events.

Church members for family events- \$50.00 for 5 hrs.

Church members for non-family events is \$100.00 for 5 hours.

The fee for additional time beyond 5 hours is \$20.00/hour.

Please fill out the following form and return to the church office with payment.

Print Name _____

Address _____

Phone Number _____

Date of Event _____

Type of Event _____

Arrival Time _____

Departure Time _____

Total Fee _____ (To accompany this form)

(Make checks payable to "SPUMC", write "CFC Usage Fee" in the memo line and give your check and form to the secretary.)

I have read the guidelines and agree to follow them:

Signature _____

(For Office Use)

Date received in Church office _____

Key FOB Number _____

South Parkersburg United Methodist Church Properties Rules and Regulations for Use

Your request for use of the **Christian Fellowship Center (CFC)** on _____ is contingent upon your approval of the **following guidelines** and our receipt of the usage fee and signed agreement.

1. The CFC may only be reserved for use by **church members and regular attendees** who are supporters of our church. All outside entities must obtain approval by the Board of Trustees to rent the CFC.
2. The CFC may be used for events such as showers, birthday parties, wedding receptions, family reunions, family meetings, etc. A usage fee is required that will cover the costs of utilities. The renter must supply all food and paper products, such as cups, plates, napkins, plastic-ware, tablecloths, etc. The ice machine is free to use.
3. Fundraising or vending is not permitted without the approval by the Board of Trustees.
4. Church activities scheduled for the CFC will have priority over all other requests. All rentals must be scheduled with the church secretary. The CFC Activities Calendar is posted on the church website.
5. In accordance with the SPUMC "Statement of Faith," on ALL properties of this church, we shall **only** allow hosting or performing weddings or other celebrations of marriage that is **between a biological man and a biological woman. Matthew 19:4-9**
6. **Supervision of activities in the CFC is the responsibility of the person who reserves and checks out a key FOB. This includes being present during the entire time**, turning lights off, leaving restrooms in good condition (no sinks or toilets running), resetting the thermostats, vacuuming floors if needed, taking the trash to dumpster, and checking that all doors are secured before leaving.
7. The renter of the CFC is responsible for cleaning and returning tables and chairs to their original locations prior to the event unless other arrangements have been made with the secretary.
8. Dress Code – Proper attire should be worn for the occasion.
9. Alcoholic beverages are not permitted on ANY of the church properties.
10. Secular music should be appropriate for a church setting.
11. There should be a short devotion and/or prayer before church sponsored activities.
12. Please contact the church office at 304-428-1195 to schedule your event. Key FOBs may be obtained one week prior to the event. It is your responsibility to pick up the Key FOB during church office hours. Key FOBs must be returned within one week following the event.

CHRISTIAN FELLOWSHIP CENTER USE AND LIABILITY AGREEMENT

THIS FACILITIES USE AGREEMENT is entered into by and between South Parkersburg United

Methodist Church and _____

WHEREAS, with the above party desiring to use the Christian Fellowship Center (CFC) for the purpose of

on the following DATE and TIME: _____

WHEREAS the South Parkersburg UMC is willing to permit the use of the CFC subject to the terms and conditions listed in the **USE GUIDELINES** for the church properties, including the Safe Sanctuaries Policy. Copies will be provided at the renter's request.

THEREFORE The South Parkersburg UMC agrees to permit the above party to use the CFC for the purpose, date(s) and time(s), set forth above.

The **RENTER** agrees to conduct all activities in the CFC in a careful and safe manner and in compliance with all applicable federal, state, and local laws and regulations. The above party, on behalf of self and guests, releases the South Parkersburg UMC, its' trustees, directors, officers, employees and agents, and The West Virginia Conference from any and all liabilities and claims for damages and/or suits for, or by reason of, any injury or injuries to any person or persons, or property damage of any kind whatsoever, and from any cause or causes whatsoever, while using, or is in or upon, the church's facilities or any part thereof.

The South Parkersburg UMC has the right, in its sole discretion, to cancel the renter's use of the CFC at any time it is needed for a church sponsored event (example: bereavement dinners).

By signing this document, the RENTER has read, understands, and will abide by the church property rules and regulations.

Signature of *Renter* _____ Date _____