

## CFC Usage Agreement

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

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

Church members and its constituents 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 Number \_\_\_\_\_

## South Parkersburg United Methodist Church CFC Rules

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 signed agreement. The usage fee is due with the signed agreement.

1. Church activities will have priority over any other use. All events must be approved and confirmed through the church office.
2. CFC activities are posted on the church website. The hard copy is kept in the church office.
3. Boy Scouts have priority to use the CFC for meetings and activities on Monday evenings of each week.
4. Girl Scouts have priority to use the CFC for meetings and activities on the first and third Tuesday evenings of each month.
5. Supervision of activities is the responsibility of the person who reserves and checks out a Key FOB to the building. This includes being present during the activity, turning lights off, leaving restrooms in good condition (no sinks or toilets running), resetting the thermostats, vacuuming floors if needed, taking your trash to dumpster, and checking that all doors are secured before leaving.
6. The supervisor is also responsible for set-up, cleaning and break-down of all tables and chairs used. All furniture shall be placed back in its original position unless prior arrangements have been made.
7. No activities are permitted in the CFC while a church service is in progress.
8. Dress Code – Proper attire for the occasion.
9. Alcoholic beverages are not permitted on all church property.
10. Secular music may be played but must be appropriate for the church setting.
11. There should be a short devotion and/or prayer before each church activity.
12. The CFC may be used by anyone who attends SPUMC for events such as showers, birthday parties, wedding receptions, family reunions, family meetings, etc. A usage fee is required on these occasions to cover utilities, etc. You must supply all your own food and paper products, such as cups, plates, napkins, plastic-ware, tablecloths, etc.
13. 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 (Tuesday, Wednesday, or Thursday from 10:00am to 2:00pm). Key FOBs must be returned within one week following the event.
14. This is your copy to keep.

**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 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 CFC.

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

1. 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.

2. The RENTER agrees to indemnify, defend, and hold harmless the Church, its' trustees, directors, officers, employees and agents, and The West Virginia Conference, from and against any and all liability, suits, claims, damages, charges, losses, costs and expenses (including attorneys' fees) on account of or by reason of any personal injuries or property damage arising out of the RENTER'S use of the CFC, Church's Facilities or any part thereof.

3. When the RENTER is using the CFC, he/she agrees to comply with all applicable Church policies and CFC USE GUIDELINES, including the Safe Sanctuaries Policy. A copy will be provided at the renter's request.

4. **The South Parkersburg UMC has the right, in its sole discretion, to terminate the renter's use of the CFC at any time (bereavement dinner, etc).** The renter agrees to release, indemnify, hold harmless and defend Church, its trustees, directors, officers, employees and agents, and the West Virginia Conference from and against any and all liability, suits, claims, damages, charges, losses, costs and expenses (including attorneys' fees) arising from Church's termination of the renter's use of the CFC.

5. By signing this document, an Agreement is on the RENTER'S behalf to perform all of the foregoing terms of this Agreement, and further, understands and agrees that Church accepts no responsibility or liability for any acts, injuries or damages arising from his/her use of the CFC.

Signature of *Renter* \_\_\_\_\_