

South Parkersburg United Methodist Church

1813 Rayon Drive

Parkersburg, WV 26101

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 first priority over any other use. All events must be approved and confirmed through the church office.
2. CFC activities will be posted on the church website. The hard copy is in the church office.
3. Boy Scouts will be given priority to use the CFC for meetings and activities on Monday evenings of each week and at other scheduled times.
4. Girl Scouts will be given 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 to the building. This includes making sure lights are turned off, restrooms are in good condition (no sinks or toilets running), thermostats are properly set, the floors are vacuumed, trash removed and the doors are locked and the building secure when they leave.
6. This individual will also be 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. Secular music may be played, but must be appropriate for the church setting.
10. There should be a short devotion and/or prayer before each church activity.
11. 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, table cloths, etc.
12. Please contact the church office at 304-428-1195 to schedule your event. Keys may be obtained one week prior to your event. It is your responsibility to pick up your key during church office hours (Tuesday, Wednesday or Thursday from 10:00am to 2:00 pm). Keys must be returned within one week following your event. Please help us take care of “your” building.
13. This is your copy to keep.

The Usage Fee for the Christian Fellowship Center (CFC)
is to be paid for all non-church events.

The Fee is \$50.00 for a single event up to five hours.

An additional \$20.00 per hour will be added after five hours.

Or \$100.00 for a single event up to ten hours in the same day.

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 _____