



## CLC Rental Policies & Guidelines

Fairhope United Methodist Church is pleased and honored to offer rental space to our members and the community. We are thankful for this gift that God has provided, and we want to share this gift. We ask that you assist us in being good stewards of this beautiful facility. Please take a moment to read all of the policies and guidelines established for the well-being of the property, the members of FUMC, and for all who participate in the resources this building has to offer.

- ❖ Rooms are booked on a first-come, first-served basis.
- ❖ All groups are required to complete a Rental Request Form. **Dates and rooms WILL NOT be officially booked until a Rental Request Form is submitted and a deposit has been paid.** Rental Request Forms are available at the CLC Administrative Office or online at [www.fairhopeumc.org](http://www.fairhopeumc.org) under Ministries/Recreation.
- ❖ EVERY event MUST be deemed and approved as appropriate to be held on our church campus. All events are given final approval by the Director of Recreation Ministries.
- ❖ Each group must have a **contact person** or coordinator who handles the appropriate forms, fees, and ensures that the policies and guidelines are followed.
- ❖ For rentals under \$200, a deposit of \$50.00 is required to secure the date and space in the CLC. For rentals of \$200 or more, a deposit of half of the total cost is required to secure the date and space. **If a deposit is not paid, the CLC reserves the right to give priority to another event on the same date/time requested with a paid deposit.**
- ❖ **Deposits must be paid within 10 business days after a Rental Request Form is submitted to secure the event.**
- ❖ All deposits paid will be considered part of the total rental fees.
- ❖ The balance of the rental fees must be paid no later than two weeks prior to the event.
- ❖ Event cancellation policy:
  - 60 DAYS PRIOR TO EVENT: deposits/rental fees will be refunded IN FULL
  - 30 DAYS PRIOR TO EVENT: deposits/rental fees will be refunded 50 PERCENT

- 7 DAYS OR LESS PRIOR TO EVENT: registration fees will NOT BE REFUNDED
- ❖ A staff person, or someone designated by the FUMC Director of Recreation Ministries, must be on site during the planned event.
- ❖ Groups/ persons making reservations are responsible for the programming and equipment needs for their particular event. *CLC staff will be happy to work with groups in providing suggestions for planning functions.*
- ❖ Fairhope UMC strongly encourages that every group open and/or close the event with prayer.
- ❖ Groups/Individuals must ONLY use the areas that have been rented for their event.
- ❖ Promptly removing all decorations and materials is required at the end of the meeting or event.
- ❖ All trash and consumables must be placed in proper waste containers.
- ❖ Groups are responsible for cleaning the space rented. NOT returning rooms to their original condition can result in an additional custodial fee, and/or future usage being denied.
- ❖ If any CLC kitchens are utilized, all equipment and surfaces **MUST** be well cleaned before leaving. Your group may be charged an additional fee if kitchens are not cleaned properly.
- ❖ Any behavior deemed inappropriate or disrespectful by CLC Staff will **NOT** be tolerated at any time.
- ❖ Any language deemed inappropriate, vulgar or suggestive by CLC Staff will NOT be tolerated.
- ❖ The CLC is a **non-smoking facility**. There will be no smoking allowed in any part of the facility, or within 100 feet of any entrance.
- ❖ Absolutely **No** alcohol, illegal drugs or drug paraphernalia are permitted in the CLC or anywhere on the FUMC campus. Fairhope Police will be contacted in the event any individual is suspected of possessing or distributing alcohol or illegal drugs.
- ❖ No weapons of **any kind** are permitted. This includes any item(s) that CLC Staff members consider to be potentially wielded as a possible weapon. Any individual suspected to have a weapon will result in permanent dismissal and the proper authorities will be contacted immediately.
- ❖ No items that may be considered harmful to persons or disrespectful to others will be permitted.

- ❖ The Fairhope United Methodist Church and/or the CLC and are NOT responsible for any personal items that are damaged or stolen within the facility.
- ❖ Staff persons with designated supply/equipment storage should return all of their equipment to its appropriate space. Please DO NOT stack material in areas that are not designated.
- ❖ No group or instructor may leave any items in the building overnight.

### **Supervision of Groups and Attendees**

The group contact/coordinator is responsible for maintaining proper conduct in the CLC and the surrounding campus. Each group must be supervised by a staff person, or someone designated by the FUMC Director of Recreation Ministries.

All groups meeting in the CLC must ensure that the attendees and their guests remain with the group at all times and use only the rooms that are reserved for the meeting or event.

- ❖ Noise levels should be held to a minimum in order to reduce interference with the activities of other groups using the adjacent areas.
- ❖ Be mindful of all guidelines and conduct at all times.

*Group coordinators must review and comply with Fairhope United Methodist Church's Youth and Child Protection policy. Coordinators must abide by the child to adult ratio standards.*

**Failure to comply with any CLC Policies and Guidelines can result in future usage being denied.**