



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 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.
- ❖ All trash and consumables must be placed in proper waste containers.
- ❖ 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.
- ❖ All CLC equipment and furniture must be utilized in the nature that it was designed. All furniture must be picked up when moved. Do not drag on the floors.
- ❖ Do not nail anything to walls, or areas surrounding the stage. We suggest using 3M hooks for hanging items. They come in various sizes and are easily removable without damaging wall surfaces.
- ❖ Only use painter's tape to hang lighter items on the walls.
- ❖ Do not use duct tape for anything. Duct tape is not easily removable, generally leaves a residue and pulls paint and other coverings from floors and walls. If you are taping cords/wires on the floor, please only use a 2" painter's tape.
- ❖ In general, if something will likely leave permanent damage to a wall or any other surface, please use an alternative plan or seek CLC staff advice for a suggested alternative.
- ❖ Promptly removing all decorations and materials is required at the end of the meeting or event.
- ❖ 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.
- ❖ 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.