

## South River UMC Fellowship Hall Regulations

THE SOUTH RIVER FELLOWSHIP HALL is available for use by the South River UMC Congregation and the community. The facility is dedicated to the high purpose of providing a place to meet for Christian fun, fellowship, family gatherings, and education. All uses must meet the standards as set by the Book of Discipline of the United Methodist Church. The facility is available for showers, receptions, anniversary or birthday celebrations, reunions and gatherings. All other events must be approved by the Pastor and Administrative Council.

You may view the reservations calendar on the church website at [www.southriverumc.org](http://www.southriverumc.org) under "Reservations Calendar". To reserve the Fellowship Hall, contact Amber White, Church Secretary at 704-881-4760 or email [amber@southriverumc.org](mailto:amber@southriverumc.org). If approved, your reservation is scheduled on the calendar at that time. Arrangements for the key will be made the week prior of your reservation.

### SOUTH RIVER FELLOWSHIP HALL REGULATIONS

- The Fellowship Hall shall be available without charge to any member or regular attendee of South River UMC. Although the "without charge" clause does apply, sometimes members often make contributions to South River Church when they use the facility for reunions, etc. Such gifts are welcomed. Donations should be made to the Treasurer and designated as "Fellowship Hall Use".
- Non-members or persons not attending South River UMC regularly will be charged a \$250 rental fee. This includes a \$50 deposit that will be returned if there are no damages and all is left clean. The rental fee is due when the keys are picked up. All rentals to non-members or persons not attending South River UMC must be approved by the Pastor and Administrative Council.
- Through proper scheduling, the Fellowship Hall shall be made available to non-profit organizations for approved use for \$10 per time.
- Any person/organization/committee using the Hall will be responsible for following the checklist to make sure all clean up is completed and the Hall is ready for the next event. Activities should be confined to the Fellowship Hall. The Basement/Preschool Area and the upstairs, Sunday school room areas are not to be entered and/or used.
- Any person/organization/committee using the Hall is responsible for arranging the hall to suit their needs. The Hall diagram is posted in the kitchen area that illustrates table and chair arrangements for the Hall to be returned to after their event.
- Church sponsored activities get priority over any other activities. Paper products (plates, cups, & napkins) and ice are provided for church sponsored activities only.

- The Church Custodian, *one day a week*, does general cleaning of the Fellowship Hall. Any required special cleaning, before or after use, is the responsibility of the person/organization/committee using the Hall and/or kitchen.
- No alcoholic beverages on church grounds.
- No smoking inside of buildings (including bathrooms).
- Church is not responsible for accidents.
- No church property will be removed from premises.
- All renters are responsible for their guests/participants and all damages, trash and/or disarray that may occur in ANY area of the church building or outside property.

### **Guidelines for Fellowship Hall Use**

- Arrange the Hall to suit your needs but leave the Hall as diagrammed, cleaned and in good order.
- Empty all trashcans into the Garbage containers located outside the kitchen door. New bags are located in the kitchen closet.
- Wash all dishes and other kitchen utensils and return to the appropriate place.
- Make sure all doors and windows are closed and locked and all lights are turned off when you leave.
- Turn AC off in the summer and heat to 60° in the winter. Make sure the hot water heater is turned off.
- Check bathrooms to make sure toilets are flushed and all water is shut off. Trash in the bathrooms should be picked up and placed with other trash in the outside containers.
- Vacuum and/or sweep all visible food on the floor.
- Wipe off all tables, chairs and cabinets.
- Check entire building and grounds for any disarray or trash that may be left by a guest.
- Reporting to Church Secretary of any breakage or damage; and replacing any excessive damage.

If these basic guidelines are not followed, one may forfeit the opportunity to reserve the Hall in the future and a \$50 cleaning/damage fee may be charged.

Arrangements for keys will be made at the time of reservation. A designee will check the Hall after each event.