

South River UMC Sanctuary Regulations

THE SOUTH RIVER UMC SANCTUARY is available for use by the South River UMC Congregation and the community. The Sanctuary is dedicated to the high purpose of providing a place for the congregation to meet for Christian fellowship, Worship Celebrations and education. All uses must meet the standards as set by the Book of Discipline of the United Methodist Church and be approved by the Pastor. You may view the reservations calendar on the church website at www.southernriverumc.org under "Reservations Calendar". To reserve the Sanctuary, contact Amber White, Church Secretary at 704-881-4760 or email amber@southernriverumc.org.

SOUTH RIVER SANCTUARY REGULATIONS

- The Sanctuary shall be available without charge to any member or regular attendee of South River UMC for funerals, weddings, wedding rehearsals, vow renewals and baptisms. Although the "without charge" clause does apply, sometimes members often make contributions to South River Church when they use the facility. Such gifts are welcomed. Donations should be made to the Treasurer and designated as 'Sanctuary Use'.
- Non-members or persons not attending South River UMC regularly will be charged a \$400 rental fee. This includes a \$100 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. Rental fee does not cover the use of the sound system. For an additional charge of \$100 per event, use of the sound system by a church sound tech can be provided. All rentals to non-members or persons not attending South River UMC must also be approved by Administrative Council.
- Any person/organization/committee using the Sanctuary will be responsible for following the checklist to make sure all clean up is completed and the Sanctuary is ready for the next event. Activities should be confined to the Sanctuary. The Basement/Preschool Area, Fellowship Hall and the upstairs, Sunday school room areas are not to be entered and/or used.
- Church sponsored activities get priority over any other activities.
- The Church Custodian, *one day a week*, does general cleaning of the Sanctuary. Any required special cleaning, before or after use, is the responsibility of the person/organization/committee using the area.
- 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 Sanctuary Use

- Arrange the Sanctuary to suit your needs but return the area as found, cleaned and in good order.
- Make sure all doors 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.
- Check any bathrooms used 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 floors as needed.
- 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 Sanctuary in the future and a \$100 damage/cleaning fee may be charged. Arrangements for keys will be made at the time of reservation. A designee will check the Sanctuary after each event.

Revised July, 2015