

EVENT PACKET

(Revised on January 13, 2008)

Central United Methodist Church

5740 Bagby

Waco, Texas 76712

254-420-2862

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Notes to those reserving space at Central United Methodist Church

- Read thoroughly the Building Use Policy
- Read and understand the Child and Youth Safety Policy
- We expect all groups and individuals to follow our policies in full.
- Staff is not responsible for caring for children, cleaning or any other task not specifically outlined in this document.
- Please fill out completely the “Event Registration Form” and “Liability Agreement” and keep your copy of the complete Event Request Packet until the conclusion of your event.
- Have a blessed and joyful time on our campus!

Central United Methodist Church

Agreement to follow the Building Use and Liability Agreement and Child & Youth Safety Policies and Procedures

Date _____ Organization Name _____

I have been given a copy of the “Child & Youth Safety Policies and Procedures” and I have read it. I fully understand the policy and will follow the directives found in the “Child & Youth Safety Policies and Procedures”. Furthermore, I, agree to accept responsibility for any damages that are a result of our group’s activities while on church property of Central United Methodist Church. In addition, every effort will be made to leave the building as it is found and to remove any items that are associated with our organization, unless prior arrangements have been made with the church office. I have read and agree to the terms of the enclosed “Building Use Policy”.

Signed _____ Position in Organization _____

Address _____

Email _____ Phone _____

Staff Signature _____ Date _____

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Building Use Policy

The following procedures are outlined to guide in the planning of your event. The pastors and staff of Central United Methodist Church will be glad to extend every courtesy.

Making Reservations

To make reservations for any room in either building, the date, time and room/s must be cleared with a staff member and any necessary paperwork turned in including an Event Registration Form and deposit. (Church related events are excluded from a deposit.) The event will then be placed on the church calendar.

Facilities Available:

- Classrooms (each room seats between 10-30)
- Library (seats approximately 25)
- Gym (seats approximately 300)
- Sanctuary (seats approximately 400)
- Kitchen
- Fellowship Hall w/kitchen (seats approximately 75)

Arrangements:

Due to the many different daily activities that take place on the Church Campus, many of the rooms are available only during certain times:

Decorations:

These regulations shall govern the work of all florists, caterers, etc. You must have a clear understanding of the instructions prior to engaging a professional florist or planning any non-professional decorations.

- A. The furniture must remain in the Sanctuary.
- B. Nothing shall be placed on the altar table other than the appropriate Christian symbols and flower arrangements.
- C. Floral arrangements or any supplemental decorations should not be attached in such a manner that they will damage the structure or finish.
- D. All candles must be either votive, hurricane lamp or "paradise" type candles, placed in appropriate containers or candelabras. Proper safeguards must exist to protect carpet and furnishings from wax drippings.

Clean-up:

The Reserving Person is Responsible.

- A. The reserving person is be responsible for the removal of all decorations and equipment (except floral arrangements remaining for the following Sunday service) immediately after the event.
- B. The reserving party and group is expected to observe the sanctity of the Church and is responsible for leaving the Church properties in the condition in which they were found.
- C. In case of damage, the reserving person will be held responsible for the cost of repair or replacement of damaged material.
- D. The custodian on duty is expected to vacuum only after an event, unless arrangements have been made at the time of reservation of the space. You are responsible for all other cleanup in order to receive a return of your deposit (Allow two weeks for return by US mail).

Other Regulations:

- A. The serving or consumption of alcoholic beverages anywhere on the church premises is **strictly prohibited**.
- B. **No smoking** is permitted inside the buildings.
- C. The Church will not be responsible for any personal items brought on church property.
- D. No food or drink may be taken into the Sanctuary.
- E. A deposit of one-half the total amount due must be paid at the time of scheduling an event. The custodial deposit will be reimbursed following the event as long as the facility is left clean and undamaged as originally found.
- F. Please see separate Child & Youth Safety Policies and Procedures.

CENTRAL UNITED METHODIST CHURCH
(Revised January 13, 2008)
CHILD & YOUTH SAFETY POLICIES AND PROCEDURES

SUPERVISION POLICY

PURPOSE: This document outlines policies pertaining to the supervision of children and youth while on the premises of Central United Methodist Church (CUMC).

GOAL: To ensure the safety of our children and youth while on the premises of CUMC.

Supervision of Children and Youth on CUMC Premises

1. Description of CUMC premises:
Main building (all rooms and Sanctuary), Central Faith Child Development Center, playground, parking lots, and adjoining lots.
2. Children and youth are allowed on the Central's premises to engage in activities led and supervised by adults who are at least 21 years of age*. (This policy applies to youth age 17 and younger.)
3. Children or youth not engaged in supervised activities should not linger on the premises without a parent or designated adult.
4. Supervising adults must be present in the room with children where activities are taking place.
5. Examples of supervised activities as of the most recent revision date of this policy, include, but are not exclusive to the following:

Sunday School

Children's Wednesday programs

Youth Fellowship, Bible Study and Mission activities

Confirmation Classes

Children's & Youth Choirs, Hand Bells and other Music Programs

Central Faith Child Development Center

Vacation Bible School

Girl Scout Meetings

Cub Scout and Boy Scout Meetings

Other community programs as approved

Arranged meetings with church staff

* See age requirements, #6 below.

Child & Youth Supervision Policy Continued

6. Age requirements of supervisors: Adult supervisors must be 21 years of age or older. Adults age 18 may assist with supervision if an adult 21 years of age is also present. Youth or children under 18 may be activity helpers if directly supervised by an adult. Youth supervisors should be at least five years older than those they are supervising. In other words, an adult at least 22 years old should supervise youth 17 years old.
7. Parent responsibilities: Parents are expected to ensure adult supervisors are present prior to checking in children at scheduled activities, or allowing youth to report to scheduled activities. Parents should know the start and end time of activities.

8. Supervisor responsibilities: Adult supervisors must be present in the same room as the children or youth. Supervisors are strongly encouraged to arrange for two adults or more to supervise all children's and youth activities. Supervisors should conduct children's and youth activities in rooms with windows in the doors, or if not available, leave the door ajar for easy inspection by parents. Supervisors should ensure that the view into windows from outside is unobstructed. Supervisors must ensure that all children or youth have been picked up before leaving. It is wise to have two adults stay until all children or youth have been picked up. Supervisors should have in their possession the parent names and contact telephone numbers of the children or youth under their supervision.
9. Staff responsibilities: Staff will provide a copy of this policy to anyone leading a program or scheduling the use of facilities for any activity where children or youth may be present. Staff should ensure that program leaders have scheduled adult supervision for children and youth activities. Staff will make arrangements for approved childcare if needed for a church event. Approved childcare workers may also be hired if needed for outside groups at the expense of the outside organization. Staff should ensure that start and end times of church activities are well communicated to parents. In the event children or youth are present on the premises without supervision, staff will call parents and ask that child or youth be picked up immediately. If staff cannot contact parents, law enforcement may be called to take custody of the child or youth until parents can be reached. CUMC is not responsible for children or youths that leave the premises without parent or adult supervision.

Central United Methodist Church Building Use Fees

(Revised, January 13, 2008)

Families and individuals with constraints that make payment difficult should discuss their ability to make payment with a pastor before placing an event on the calendar

<u>Sanctuary Building</u>	<u>Cost</u>	<u>Total</u>
Sanctuary	\$375 Flat Fee ¹	_____
Fellowship Hall & Kitchen	\$200 Flat Fee	_____
Class Rooms	\$30 Flat Fee	_____
Kitchen	\$187 Flat fee (Left Clean)	_____
<u>Sanctuary Building Cleaning Cost (Central Staff Clean) ²</u>		
Sanctuary	\$100 Flat Fee	_____
Fellowship Hall & Kitchen	\$100 Flat Fee	_____
Gymnasium	\$100 Flat Fee	_____
Class Rooms	\$10 Flat Fee	_____
<u>Central Faith Child Development Center</u>	<u>Cost</u>	
Class Rooms	\$15 Per Hour (1 Hour Minimum)	_____
<u>Set Up and Use Fees (All Buildings)</u>		
Tables	\$2.00 Per Table	_____
Chairs	.50 Per Chair	_____
Table covers	\$5.00 Each	_____
Piano/Keyboard	\$50.00	_____
Sound System TV or Electronics	\$25.00	_____
<u>Other Fees</u>	<u>Cost</u>	
Total deposits		_____ ³
Sound/Video Tech.	\$75.00 ⁴	_____
Organist & Pianist	Negotiated with musician ⁵	_____
Nursery	\$20.00 per hour (maximum children-8)	_____
Pastor ⁶	Gift	_____
Total Building Use Fees		\$ _____

Notes

¹ Assumes a maximum of four (4) hours of use.

² Prior request for CUMC staff to do clean-up.

³ Found on "Refund Agreement Form"

Refunded after inspection by staff (Allow two weeks after the event to receive refund by US mail).

⁴ For the first two hours: \$25.00 per hour thereafter.

⁵ Non-staff organist must be approved by Music Director.

⁶ Clergy from other churches must be approved by a pastor.

EVENT REGISTRATION FORM

(Revised, January 13, 2008)

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Today's Date: _____ Date of Event: _____

() Member

Name of Event: _____

() Non Member

Event Set Up: _____ Event Start Time: _____ Event End Time: _____

Contact Person: _____ Phone: (_____) _____

Facilities Required (Check as Needed)

CFCDC: () Classroom

Main Building: () Classroom () Sanctuary () Fellowship Hall () Kitchen () Gymnasium

For Office Use Only: Other Requirements (Check if Needed)

____ Kitchen Coordinator (if using kitchen)

____ Sound Technician (if using sound system)*

____ Video Equipment*

____ Nursery Needed

*If using our Audio/Visual please indicate particular requirements.

Tables & chairs set-up

____ Reserving Party will do ____ Staff will do

*Table covers needed: () No () Yes

*Note: Must have a count at time of scheduling, if less a refund will be given.

Fee or Recommended Donation Quoted (see attached sheet) _____

Deposits (see attached sheet) _____

Balance Due _____

Last Day to Pay Balance* _____

*Unpaid balances after this date constitute cancellation of event (Refunds returned).

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Deposit Refund Form

(Revised, January 13, 2008)

Families and individuals with constraints that make payment difficult should discuss their ability to make payment with a pastor before placing an event on the calendar

<u>Deposits</u>	<u>Cost</u>	<u>Total</u>
Scheduling deposit	½ of total due +deposits	_____
Cleaning deposit	\$150.00	_____
Projector/screen/sound equipment deposit	\$50.00	_____
Total Deposits		\$_____

Please note:

- After your event you will need a responsible person to remain with staff before the building is locked. That person will be asked to go over the cleaning issues that remain and sign off on the refund agreement. If no one is present after the event, you agree to abide by the determination of our staff.

Deposit Refund Checklist

The event was cancelled and the Scheduling deposit should be refunded:

Reserving Party Signature

Staff Signature

The over-all cleaning was done satisfactorily and the deposit should be refunded:

Reserving Party Signature

Staff Signature

The projector/screen/sound equipment was returned in good condition and the deposit should be refunded:

Reserving Party Signature

Staff Signature