

McConnellsburg United Methodist Church



Facilities Use Guide

121 North Second Street
McConnellsburg, PA 17233

(717) 485-4815

Email

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www.mcconnellsburgumc.com

Greetings!

The Trustees and congregation of the McConnellsburg United Methodist Church are pleased you are considering the use of our facilities for your upcoming event. God has blessed us with a wonderful facility and we, the Trustees, take our responsibilities of upkeep and protection quite seriously. The Scripture reminds us that "with the help of the Holy Spirit who dwells in us" we should "protect the good treasure that has been entrusted" to us.

That's where you come in. Please read these guidelines carefully. They have been made with the dual goals of meeting your needs and allowing us to continue to serve God and our community. We want you to enjoy your time with us. For those of you who might not be members of our congregation, we want to establish a strong and positive relationship.

Thanks in advance for your adherence to these guidelines and policies. Our staff will do everything they can to make your event special. Please let them know if you have any questions or concerns.

The Trustees

FEE SCHEDULE

The fees related to having your event are shown below. For wedding related fees, a separate Wedding Guide can be obtained by contacting the Facility Coordinator.

Fees are based on 'attendee' status with the McConnellsburg United Methodist Church. An attendee is defined as attending this church for six months. All fees include setup and cleanup services.

Group Size	Member	Non-Member
Faith & Life Center or Fellowship Room		
1-50	\$ 50	\$ 100
51-100	100	175
101-175	125	250
176-251	150	300
Funeral		
1-251	100	100
Audio/Visual Support		
1-251	50	50
Full Kitchen		
1-50	50	75
51-100	75	100
101-175	90	125
176-251	105	150
Classroom		
2 hours	15	15
ea add hr	5	5
Sports Practices		
each hour	25	25

SCHEDULING/QUESTIONS

Contact

Reta Chamberlain,
Facility Coordinator
717-485-5515
717-485-4815, ext. 350

GENERAL GUIDELINES

All usage of the facilities is granted in accordance with the following general guidelines:

1. All requests for the use of the church facilities must be made through the Facility Coordinator.
2. Scheduling of events will be based on the availability of the facility requested. The date and time shall be approved by the Facility Coordinator prior to publicizing/announcing the event.
3. Care, respect and good stewardship of the church facilities and grounds are expected. Groups will be held responsible for any damage incurred during their use. Groups may be required to provide full repair or replacement costs for damage. Groups whose use necessitates more than normal cleaning, will be assessed an additional fee.
4. Facilities shall be left in the same condition and set up as found.

5. The Kitchen Coordinator or designated church personnel are required for all functions that require the full use of the kitchen.
6. Private catering at the facility is permitted, but must be approved by the Kitchen Coordinator and Facility Coordinator. We reserve the right to deny use of outside catering companies based on appropriateness of products, compliance with code of conduct, or past experience with the organization.
7. The Faith and Life Center is equipped for basketball, volleyball, or other appropriate inside games. NO soccer balls, baseballs, or softballs are permitted.
8. The Facility Coordinator must approve any scenery, signs, posters, and decorations prior to the event. They may not be attached to the floors or walls by means of screws, nails, etc. They must be removed from the facility immediately after the event has concluded.
9. All groups must have a designated leader or contact person on site. Youth and children's groups must have an adult leader (over the age of 21) present at all times.
10. The requesting groups and their attendees are responsible for damage or loss of property or private vehicles while on church premises or grounds.

11. The church will not be responsible for any injuries or accidents incurred on the premises.
12. All non-church groups must provide verification of liability insurance. If no insurance is provided the group must sign a waiver form provided by the Facility Coordinator.
13. All events must be concluded by 10:00 pm unless previously approved by the Facility Coordinator.
14. The rules and regulations are subject to change and amendment
15. The McConnellsburg United Methodist Church reserves the right to terminate use of the facilities or make adjustments if, in our opinion, provisions of these guidelines have been violated.

All fees are to be paid, in full, by 12:00 noon the Monday prior to the event. Checks can be made payable to the McConnellsburg United Methodist Church and given to the Facility Coordinator. Unpaid fees will result in cancellation of the event.

Code of Conduct

1. All individuals and groups must conduct themselves in a manner that reflects the Social Principles and the Discipline of the United Methodist Church.
2. NO alcohol, tobacco products, illegal drugs, or weapons are allowed either in the facility or on the property.
3. NO profanity or disorderly conduct will be tolerated.
4. All persons using the facilities must be appropriately dressed at all times.
5. All music within the facility must be appropriate and be played at a non-offensive level.
6. Gaming of any kind (i.e. bingo, pull tabs, etc.) which includes the exchange of money or gifts will not be permitted.

The designated group leader is responsible for ensuring compliance with this code of conduct. Noncompliance may result in termination of the activity and forbidding the group use in the future.

The undersigned party agrees to abide to the code of conduct, general guidelines, and fee schedule contained in this document.

Name of Group

Signature of User Representative

Phone No. of User Representative

Date