

**SURFSIDE UNITED
METHODIST CHURCH
FACILITIES USAGE
POLICY MANUAL**

**Adopted by the Church Council
May 5, 2009**

Surfside United Methodist Church Facilities Usage Policy Manual

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General Information

Administrative Hours:

Monday to Thursday - 8:30 AM to 4:30 PM

Friday – 8:30 AM to 1:00 PM

Telephone Number 843-238-2734

FAX Number 843-238-4455

Physical Address: Surfside United Methodist Church
800 13th Ave North at Highway 17 Business
Surfside Beach, SC 29575

Mailing Address: Surfside United Methodist Church
P.O. Box 14386
Surfside Beach, SC 29587-4386

Web Site: www.surfsideumc.org

Email info@surfsideumc.org

Church Staff

Pastoral Staff

Dr. Scott H. Wachter, Senior Pastor (swachter@surfsideumc.org)

Rev. L. Kim Eanes, Parish Pastor (keanes@surfsideumc.org)

Lay Staff

Jon Marcus, Director of Youth, Young Adult, and Family Life Center Ministries
(jmarcus@surfsideumc.org)

Glynis Hopkins, Music Director (ghopkins@surfsideumc.org)

Leigh Gamble, Children's Ministries Director (lgamble@surfsideumc.org)

Kesha Sims, Office Manager (ksims@surfsideumc.org)

Sherri Boschen, Organist (sboschen@surfsideumc.org)

Carol Ann Thrall, Preschool Director

Custodial Contractor: Coast to Coast Cleaning, Mark Cierzan, 446-0000.

Emergencies

Fire, Police, Medical: 911

Facilities: Mark Cierzan at 446-0000

Map of the Facility

To include the following:

- Emergency Exits
- Fire Extinguishers
- Location of Rest Rooms

Emergency Procedures:

Serious Injury:

- Call 911
- Call the parents or family member of the injured person.
- Contact Church Staff if possible
- DO NOT MOVE THE INJURED PERSON!
- Do not administer any medication
- Start an accident report and time log of what happened and when.
- Write down any names of people who witnessed the accident and their phone number.
- Follow up by contacting the family to check on the injured.

Minor Injury:

- Treat minor scrapes, cuts, and abrasions with basic First Aid training.
- Call parents if injury necessitates their immediate attention.
- Fill out an accident report.

Log an Accident Report in the logbook in the church office no matter how minor they may be.

PARTICIPATION

1. Groups

The facilities of the Surfside United Methodist Church (SUMC) are available for SUMC and Non-SUMC functions. Non-SUMC functions, which may or may not include SUMC members, are designated as not being officially sanctioned gatherings of the church body. All activities of church groups must schedule their events with the church office in keeping with the guidelines of this manual. Non-SUMC functions must only involve approved activities consistent with our Christian ideals. Non-SUMC functions must also have the approval of the Senior Pastor and the Chairperson of the Board of Trustees or his/her designee. Non-SUMC groups must obtain specific written approval to use our facilities. This ensures proper scheduling and facilitates the distribution of the current *Surfside United Methodist Church Facilities Usage Policy Manual*. To qualify for the Member discount the member of SUMC must have been an active participating member for the six months period preceding the submittal of the Facilities Request Form.

2. Safe Sanctuary Policy

All groups must adhere to our *Safe Sanctuary Policy*. A copy is available on our website and from the Church Office.

3. Group Leader

Each Group must have a designated Leader (Herein after referred to as Group Leader). The Group Leader must be at least twenty-one (21) years of age and be at least five years older than the oldest youth if anyone under 19 is present. This person is responsible for the following items:

- SUMC Policies and Procedures
- Applicable financial commitments
- Specific clean-up requirements

The Group Leader is furnished with the current *Facilities Usage Policy Manual* and acknowledges compliance by returning the signed Check-List after use of the facility.

Please note: ALL groups involving children, youth, and/or vulnerable adults using the facility must have a second adult present at all times who meets the same age requirements as the Group Leader in accordance with our *Safe Sanctuary Policy*.

GENERAL REGULATIONS:

Christian Beliefs and Behavior:

1. All activities in the SUMC facilities and on the surrounding SUMC owned property must be in harmony with, and reflective of the SUMC Mission Statement which is posted on the website.
2. All unplanned recreational activities must be suspended during worship services, Sunday school, and additional ministries as determined by the pastors.
3. The use of alcohol, tobacco, and other drugs is prohibited on the SUMC premises. A medically prescribed drug is the exception when properly administered.
4. Christian behavior is expected at all times. Abusive, profane language and violent actions or behaviors will not be tolerated and must be dealt with by the Group Leader. If necessary, a disciplinary record for the individual will be initiated.

Restricted Activities:

1. No alcoholic beverages are permitted on church property, inside or outside the facility. Smoking is not permitted in our facilities or on the church property.
2. Objects or instruments which are potentially harmful to persons are not allowed in our facilities or on our grounds. The only exception is kitchen utensils and appropriate items in use by our Scouting ministries.
3. Due to fire and safety regulations, maximum occupancies may not be exceeded.

Liability

1. The use of our facilities and equipment is to be at the risk of the individual.
2. Although SUMC exercises caution and safety, SUMC assumes no liability.
3. Accidents and injuries are to be reported immediately to the Group Leader or staff member. If it is necessary to call 911 in case of an emergency, the guardian of a minor must be notified. All incidents require filing an accident report with the church office within twenty-four (24) hours of the occurrence of the accident.
4. Basic "First Aid" supplies are located in the kitchen, the nursery, and the church office. Absolutely no medication will be given to an individual.
5. SUMC does not make any express or implied warranty of the premises, equipment, machinery, fixtures, or furniture.
6. Individuals participating in activities in our facilities or on our grounds shall be asked to sign a *Liability Release Form*. Please refer to the table of contents for the location.
7. The security of all valuables is the sole responsibility of the persons using our facilities.

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Activities Fees:

1. Minimal fees may be charged for activities or classes. These fees are intended to offset the cost of that particular event or building use.
2. Certain non-budgeted activities may result in fees.
3. Upon event approval, all non-sanctioned scheduled events are required to give a security deposit. This deposit is determined by the Fee Schedule. The Fee Schedule is available at the church office or in the *Facilities Rental Fees* of this document. The deposit will be forfeited if the facility is not properly cleaned and cared for according to the *Check-Lists*. The *Check-Lists* are available in each area and in the Check-List Section of this document.

Equipment Maintenance Schedule:

To ensure all equipment in the facilities and on the grounds of SUMC is safe and in proper condition for use, a schedule of maintenance is necessary. The schedule will be created and added in the Check-List Section of this document.

Childcare/Nursery Guidelines

For the health, safety, and security of your children placed in our care, we present the following guidelines:

1. Supervised care in the Nursery is for children ages two months to 4 years.
2. Children left in the Nursery must have dry, fresh diapers to reduce the need of changing while in our care. Please label all diaper bags with the child's name.
3. No food, snacks, candy, gum, and drinks in the Nursery. Bottles and sip cups are allowed in the nursery. Please label with the child's name.
4. Only children of SUMC members, their guests, visitors, or staff who are participating in church activities are permitted in the Nursery.
5. Parents must check children in and out of supervised care. If someone other than the "check-in parent" will be picking up the child, arrangements must be made at time of check-in.
6. When children are in childcare areas, parent must remain in the facility. Please indicate on the sign in sheet where you plan to be in case we need to locate you.
7. No toys from home are permitted in the Nursery.
8. Sick children are not allowed in childcare areas. No children with coughs, rashes, fever, or other signs of illness are allowed. Children recovering from chicken pox, etc. will be asked to bring a doctor's release before being admitted into childcare.
9. If your child is crying and we cannot comfort the child within a reasonable amount of time, we will locate you in the facility and ask you to pick up your child.
10. A physically or verbally abusive child will be returned to their parents. If your child continues to be abusive, you must find other childcare.
11. Programs that require childcare and/or nursery services must notify the Nursery Coordinator 1 month in advance. This will enable us to provide for adequate staff to care for the children. If your plans change and you will not need childcare, please notify the church office.
12. Parents are asked to complete child information forms early.

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Facility Request Guidelines:

1. All Policies and Procedures of SUMC are strictly enforced. A copy of this *Surfside United Methodist Church Facilities Usage Policy Manual* is available on the church website and may be obtained through the Office Manager in the Church Office.
2. Requests to use our facilities are made through the Office Manager at the Church Office. A master schedule of activities and room usage is maintained in the Church Office.
2. Requests cannot be made more than two (2) months in advance for non-sanctioned events. However, reservations can be made with shorter notice provided there is not a scheduling or logistical conflict. Shorter notice scheduling is at the discretion of the church staff.
3. Requests are to be made by the Group Leader using the facility. This person is responsible for understanding and enforcing policies of SUMC, including liability for any damage or loss to property or equipment. A *Facility Request Form* must be signed by the Group Leader. A *Facility Request Form* is available at the Church Office or in the Forms section of this document.
4. Extended usage by non-sanctioned programs or groups, for more than one (1) month, must have prior approval by the church staff and the Chairman of the Board of Trustees.
5. Each Group Leader has clean-up responsibility immediately following the completion of each daily event. If the event is scheduled for longer than a day, clean-up is required on a daily basis.
6. All groups must provide approved adult supervision in keeping with SUMC's *Safe Sanctuary Policy*.
7. Facility Requests cannot conflict with regularly scheduled or special activities of SUMC.
8. If required, fees are to be paid in full to the Office Manager in accordance with the signed *Facility Request Form* and *Facilities Rental Fees* before access is granted to the facility.
9. The day commences by the chosen start time and time continues for eight (8) hours.
10. One week before your event, please re-check the date, the time, and the other confirmed arrangements.
11. Please use only the areas you have reserved. Simultaneous activities in other areas may be going on. Please be considerate of individuals in other activities.

Weddings:

See the *Surfside United Methodist Church Wedding Policy* for additional policies and procedures and for SUMC Member and SUMC Non-Member Wedding Applications. A copy is posted on the church website. Additional copies are available in the Church Office.

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Birthday, Anniversary, and other Non-sanctioned events:

Church members of SUMC may reserve space in our facilities (including the FLC) for Birthday, Anniversary, and other Non-sanctioned events with the following stipulations:

1. A request for the use of the facility cannot be made for more than two (2) months prior to the desired date and is based on availability. The Office Manager maintains a master schedule of activities and room usage.
2. Church members must complete and sign a *Facility Request Form* to confirm the reservation.
3. Church Members are responsible for set-up, take down and cleaning of the areas used. Non-compliance will result in cleaning charges.

Church Equipment Lending Guidelines

1. Borrowed items are to be used for their designated purpose and in accordance with the SUMC Mission Statement.
2. Items borrowed must be checked out and checked in by the Church Office. Removal of church equipment is not permitted unless this procedure is followed. (Including tables, chairs, hymnals, etc. borrowed by anyone, including members of our church.) All equipment borrowing is based on availability. All church activities have precedent.
3. Anyone borrowing church equipment is responsible for the care and proper use of the equipment, and returning the equipment on time. When the equipment is checked-in, the Office Manager notes the condition of the equipment. Any damages found are noted on the *Church Equipment Lending Form*. Damaged or lost equipment must be repaired or replaced. The Board of Trustees shall determine the cost.
4. The equipment borrowed must be returned to the same place, (room, etc.) where it was taken and set-up and ready for church use when needed.

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SUMC Operational Rules:

1. The Boy Scout and Girl Scout Units chartered to SUMC may use our facilities without charge. All meetings, activities, etc. conducted by our Scout Units **must** be scheduled on the Church Calendar.
2. Partisan political meetings are not permitted.
3. Commercial activities are not permitted.

Family Life Center (FLC) Operational Rules:

1. Appropriate dress is expected at all times. All apparel should reflect Christian character and avoid abusive or offensive messages. Shirt and shoes are required under normal circumstances. However, some activities may not require shoes.
2. All clothing and personal items are the responsibility of the individual and are to be kept in the immediate possession of the owner. Large bags are not permitted in the FLC unless directly approved by the Group Leader.
3. Wet or dirty clothing from outdoor activities is permitted only in the bathroom, showers, or the laundry areas of the FLC. No personal items are to be stored in these areas.
4. If food and beverages are permitted, the Group Leader is responsible for supervision and completion of cleanup.
5. Equipment and storage rooms of the FLC are accessible only to staff and FLC volunteers.
6. Telephones in the FLC area are for use by staff and FLC Volunteers only.
7. Children, fifth (5th) grade and younger must be checked directly into their specific class or program no more than ten (10) minutes before the scheduled event. Unless prior arrangements are documented at drop-off time, the same guardian must pick up the children.
8. At the conclusion of all events, the Group Leader is to remain until all participants have left or are picked up. At this time, the facility in use must be cleaned according to the Check-List for the facilities.
9. Existing furnishings, wall items, etc., within the FLC facility cannot be rearranged without the approval of the church staff or FLC volunteers.
10. New furnishings, wall items, etc., are not to be placed in the FLC facility without the approval of the church staff and the Board of Trustees.
11. All equipment is to be used in the manner for which it was designed.
12. The Stage area is “off-limits” except for those granted approval through the Church Office.

Multi-Purpose Room (Gym)

1. Any programmed activity has priority over open play.
2. Team play and practices must be scheduled through the Office Manager in the Church Office.
3. Baseballs, softballs, skateboards or other objects or equipment that may cause damage to the area are not permitted in the multi-purpose room.
4. Equipment that is not the property of SUMC is not permitted in the Facility, unless prior approval has been granted.

Stage and Platform Risers:

5. Use of the stage for rehearsals is coordinated through the Office Manager. Persons using the stage are responsible for leaving the stage in a clean condition and storing all equipment in proper locations.
6. Equipment from the stage area cannot be removed without the permission of the Church Staff.

Showers and Laundry Room:

1. Individuals must provide all their own personal items.
2. Showers are for use by approved groups and activities.
3. Laundry facilities, when available, will consist of a washer & dryer. The purpose of the laundry is for laundry of SUMC Property. (i.e. tablecloths, towels, etc.) The use of the laundry facilities is restricted to sanctioned church events, to pre-approved groups, and not for personal use. Mission teams and groups housed in the FLC may have access to the laundry facilities if they are not in use.

Equipment:

1. All equipment must be “checked-out” and “checked-in” using the *Church Equipment Lending Form* by an authorized staff/volunteer personnel.
2. Audiovisual equipment is to be used only during sanctioned church events or through the approval of the church staff.
3. Non-Sanctioned groups are assessed a fee for equipment usage and trained technician services through the Facility Request process in accordance with the *Facilities Rental Fees*.
4. Individuals or Groups who “check-out” facility equipment are responsible financially for any lost or damaged equipment, while under their care.
5. No equipment or furniture is to be removed from the facility unless specifically approved on a *Church Equipment Lending Form*.
6. All personal equipment is to be left in the care of the Group Leader or removed from the building.

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Classroom/Educational Areas:

1. Classroom and Educational areas must be reserved by submission of the *Facility Request Form* to the Office Manager. Facility Requests are based on availability as determined by the Office Manager. The Church Office maintains a master schedule of activities and room usage. All regularly scheduled programs or events have precedent over any other activities.
2. No re-arrangement of room furnishings is permissible unless granted by the Church Staff or coordinating leader of the regularly scheduled event.

Lounge Areas and Common Areas:

1. The lounge area is an area dedicated for resting or waiting for a ride home. It is not a loitering area.
2. Common areas are any part of the facility, which is not part of a room or an area where events can be scheduled. An example of a Common Area is a hallway.
3. No re-arrangement of furnishings is permissible unless granted by the Church Staff.

Kitchens

1. The use of both kitchens is restricted to those who have prior approval from the Office Manager or the Church Staff.
2. All equipment must be cleaned and returned to the proper place.
3. Use of church owned supplies must be approved in advance. Usage must be recorded on the *Kitchen Supply List* and turned in to the Church Office for reordering. Return all supplies to their proper place.
4. All Group Leaders and kitchen volunteers must be trained in the operating procedures of the kitchen's fire suppression systems before utilizing the kitchen. Anyone not trained in the operation of these systems must not use the kitchen for preparation of meals or other tasks where fire is a possibility. *This applies specifically to the use of the stoves, ovens, grills.*
5. Upon departure, the kitchen area must conform to the guidelines set forth by the *Check-List Following Use of Kitchen and/or Serving Area* and, if applicable any other requirements specified in the rental agreement. The *Check-List Following Use of Kitchen and/or Serving Area* is posted in the kitchen and a copy is included in the Check-list Section of this document.

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800 13th Avenue North
Surfside Beach, SC 29575
Telephone: 843-238-2734 Fax: 843-238-4455

Facility Request Form

Organization: _____ Type of Function _____

Responsible Party: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Address: _____

City: _____ State _____ Zip Code: _____

Desired Date: ____/____/____ Day of Week _____ Start Time: _____ End Time: _____

SUMC sponsored function: YES NO (circle one) Expected Number of attendees: _____

Areas desired: (Indicate # of rooms needed if applicable.)

____ Entire FLC	____ Great Room/Gym	____ Kitchen (FLC)
____ Children's Classroom	____ Youth Room	____ Classroom
____ Lobby	____ Stage	____ Sound System

____ Sanctuary	____ Fellowship Hall	____ Kitchen (FH)
____ Nursery	____ Large Classroom	____ Small Classroom
____ Parlor	____ Narthex	____ Sound System

____ Picnic Shelter	____ Other _____
---------------------	------------------

Equipment Needed: _____ Chairs	_____ Number needed
_____ Round Tables	_____ Number needed
_____ Rectangular Tables	_____ Number needed
_____ Sports Equipment	_____ Type Needed

Miscellaneous Equipment: _____

Office Use Only
Rental Fee(s): _____ Security Deposit: _____
Balance Due last business day before event: _____

I acknowledge that I am responsible for the policies and procedures of SUMC and agree to leave the facility in the condition in which I found it. **I release SUMC from any and all type of liability that could occur.**

Group Leader Signature: _____ Date: _____

Board of Trustees Chair Signature: _____ Date: _____

Discipline Record Form

Name: _____ Phone Number _____

Address: _____

Date of Infraction _____

Time _____

Summary report of misconduct: _____

Was a parent of the individual notified? Yes () No ()

Was the FLC Director notified? Yes () No ()

Was incident discussed with individual?

Was individual dismissed from facility?

 If 'yes', for how long? _____

Other special action taken?

Notes: _____

Return completed form to Church Office or FLC Director's Office immediately after use.

Church Equipment Lending Form

(Please complete and sign before the church equipment is removed from the premises)

Print Name _____

Representing (organization, class, self, etc.) _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____ Cell Phone _____

I have borrowed the item or items listed below and **assume full responsibility** for the care, use, and return of the same. Should any damage occur to any of the equipment borrowed I will gladly follow the policies of the church on loaning equipment as I have read them.

Item(s) Borrowed: _____

Date Borrowed: _____ Time & Date to Return _____

Condition of equipment before borrowed (note damage)

Name, class, department, or room where equipment was borrowed:

Staff member Checking-Out: _____

CHECK-IN: (office use only)

Date Returned: _____

Condition at Check In: Same _____ Good _____ Fair _____ Poor _____

Borrower's Signature _____

Staff Member Checking-In: _____

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Accident Report

Date: _____ Time: _____ AM PM

Name of Injured _____ Age _____ Sex _____

Address _____ City _____ Zip _____

Parents Name: _____ Phone Home _____

Work Location: _____ Work Phone _____

Area Where Accident Occurred: _____

Condition of Area: _____

Describe Injury to Injured Person: (Be Specific) _____

How Did The Accident Occur: (Include a time log) _____

Action Taken: _____

Witness To The Accident: _____

Address: _____

Home Phone: _____ Work Phone: _____

This Report Made By: _____

Return completed form to Church Office or FLC Director's Office immediately after use.

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PARENTAL CONSENT AND LIABILITY RELEASE FORM

PARTICIPANT'S NAME _____ AGE _____ BIRTH DATE _____
ADDRESS _____
PHONE _____ SCHOOL _____ GRADE _____
PARENT(S)/GUARDIAN NAME(S) _____
WORK PHONE(S)/ CELL PHONE(S) _____/
MEDICAL INSURANCE: YES _____ NO _____ INSURANCE COMPANY: _____
POLICY/GROUP ID#: _____
EMERGENCY CONTACT: _____ PHONE NUMBERS: _____
ALLERGIES AND MEDICAL CONDITIONS: _____

The undersigned do(es) hereby give permission for our (my) child: _____
("Participant"), to attend and participate in the following events and/or activities sponsored by and/or located at the **Surfside United Methodist Church**: _____ **All Youth Ministry**, _____ **Children's Ministry**, and/or _____ **Other** _____ for the year(s) _____.

LIABILITY RELEASE: In consideration of **Surfside United Methodist Church** allowing the Participant to participate in children's and/or youth ministry activities, camps, sports, and/or other events, we (I), the undersigned, do hereby release, forever discharge and agree to hold harmless **Surfside United Methodist Church**, its directors, employees, volunteers and agents (collectively herein the "Church") from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the Participant while involved in any church-related activities. We (I) the parent(s) or legal guardian(s) of this Participant hereby grant our (my) permission for the Participant to participate fully in youth ministry activities, including trips away from the church premises.

Furthermore, we (I) [and on behalf of our (my) minor Participant] hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein.

Further, authorization and permission is hereby given to said Church to furnish any necessary transportation (within the limitations of church insurance and the law), food and lodging for this Participant. The undersigned further hereby agree to hold harmless and indemnify said Church for any liability sustained by said Church as the result of the negligent, willful or intentional acts of said Participant, including expenses incurred attendant thereto.

MEDICAL TREATMENT PERMISSION: We (I) authorize an adult, in whose care the minor has been entrusted, to consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital or emergency care facility. The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child or youth pursuant to this authorization.

EARLY RETURN HOME POLICY: Should it be necessary for our (my) child or youth to return home due to medical reasons, disciplinary action or otherwise, the undersigned shall assume all transportation costs and responsibility.

TRANSPORTATION PERMISSION: The undersigned does also hereby give permission for our (my) youth to ride in any vehicle driven by an approved ADULT chaperone while attending and participating in activities sponsored by **Surfside United Methodist Church**. My child/youth and I understand that SEAT BELTS SHALL BE WORN AT ALL TIMES during transportation. **If** child or youth participates in an activity that leaves the State of South Carolina, this form must be notarized.

Dated this _____ day of _____, 20____:

(Signature of Parent or Guardian in presence of notary)

(Signature of Parent or Guardian in presence of notary)

(Printed Name of Parent)

(Printed Name of Parent)

SUBSCRIBED AND SWORN to me on this _____ day of _____, 20____.

Signature: _____

Notary Public

My Commission expires: _____

AFFIX SEAL

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CHECK-LIST FOLLOWING USE OF FAMILY LIFE CENTER

Date of Event: _____ Name of Group: _____

Group Leader: _____

1. ____ Tables wiped off and chairs neatly placed under each table (if used).
2. ____ Trash removed and placed in outdoor dumpster.
3. ____ Trash bags replaced in receptacles.
4. ____ Floors swept and mopped.
5. ____ Bathroom sinks turned off, no toilet running, no lights on.
6. ____ Borrowed equipment returned to correct area.
7. ____ Stage lights turned off. (This area used only with prior approval.)
8. ____ Sound System turned off and closet lights turned out and door locked.
9. ____ Multi-purpose room (gym) lights turned off.
10. ____ Hall lights and classroom lights turned off.
11. ____ All exit doors closed and locked.
12. ____ All keys returned to the Office Manager.
13. ____ Check-List signed by Group Leader and returned to the Office Manager.
14. ____ Additional check-list if kitchen or serving areas used.
15. ____ Please list suggestions for improvements:

16. If you have any questions please call the Surfside United Methodist Church Office at (843) 238-2734

Signature of Group Leader: _____

Return completed form to Church Office or FLC Director's Office immediately after use.

CHECK-LIST FOLLOWING USE OF KITCHEN AND/OR SERVING AREAS

Date of Event: _____ Name of Group: _____

Group Leader: _____

All cleaning supplies, brooms, mops, trashcan liners, etc. are located in the closet in the entry way to the Fellowship Hall for its Kitchen and in the pantry of the FLC Kitchen for your use.

- _____ Wipe all tables and clean tablecloths. Allow plastic coated table cloths to air dry, fold and return to appropriate bin. Fold and return all clean tablecloths to proper storage areas.
- _____ Wipe clean all countertops and serving areas.
- _____ Wipe clean all trays and place in dishwasher. Dry and return to proper storage place.
- _____ Wipe clean high chairs if used. Run high chair trays through dishwasher and return to chairs.
- _____ Pre-rinse all dishes, utensils, pots and pans and run through dishwasher (when working).
- _____ Empty all water from warming trays if used.
- _____ Empty, rinse and wipe down coffee and tea makers. Turn off power and unplug.
- _____ Wipe clean front of cabinets and floor under tea and coffee machines.
- _____ Sweep and mop floors of kitchen and serving areas.
- _____ Unused paper products are to be returned to their proper place in the kitchen storage room.
- _____ Dispose of all garbage in plastic bags and place in outside dumpster. Place new liners in cans.
- _____ Dispose of leftover food. Place all condiments in the refrigerator.
- _____ Soiled articles (dishtowels, linens, etc.) must be taken home and washed by the Group Leader and returned to their proper storage area.
- _____ Turn off all electrical appliances upon completion of cleaning. *Remember to check stove units.*
- _____ Shut and secure all doors and turn off all lights.

Note: Only authorized volunteers will operate dishwasher, washer and dryer, stove or oven units.

Group Leader's Signature: _____ Date: _____

Return completed form to Church Office or FLC Director's Office immediately after use.

KITCHEN SUPPLY LIST

Supply sheet is to be filled out with every use group's use of the kitchen. Please make note of every item of supplies used by marking the quantity used below.

- 1. 16 oz Red Cold Cups _____
- 2. 8oz Hot Cups _____
- 3. Napkins _____ pack(s)
- 4. Paper Towel _____ roll(s)
- 5. Forks _____
- 6. Spoons _____
- 7. Knives _____
- 8. Compartment Plates _____
- 9. 5'' Plates _____
- 10. Large To-Go Plates _____
- 11. Small To-Go Plates _____
- 12. Ploy Aprons _____
- 13. 18 x 5 Standard Foil _____ ft (est)
- 14. To-Go Silverware _____
- 15. 5'' Bowls _____
- 16. Table Covers _____
- 17. Clear Film _____
- 18. Straws _____
- 19. 2 oz Cups _____
- 20. 2 oz Lids _____
- 21. Bleach _____
- 22. Rubber Gloves _____
- 23. Quart Ziploc Bags _____
- 24. Gallon Ziploc Bags _____
- 25. 4 oz Cups _____
- 26. Mop Heads _____
- 27. Dawn Detergent _____ oz (est)
- 28. Other _____
- 29. Other _____
- 30. Other _____

Comments: _____

Person completing form: _____ Date of Use: _____

Return completed form to Church Office or FLC Director's Office immediately after use.

EQUIPMENT MAINTENANCE

Surfside United Methodist Church Facilities Usage Policy Manual

Facilities Rental Fees (applies to all activities except weddings):

Facility	SUMC Member Rate	Non-Member Rate
The Multi Purpose Room (Gym)	\$175/Day \$25/Hour	\$350/Day \$50/Hour
Stage (Incl. support rooms)	\$50/Day \$10/Hour	\$100/Day \$20/Hour
Kitchen in FLC	\$50/Day \$10/Hour	\$100/Day \$20/Hour
Classroom	\$12.50/Day	\$25.00/Day
FLC Sound System	\$12.50/Day	\$25.00/Day
Sanctuary	\$175/Day \$25/Hour	\$350/Day \$50/Hour
Sanctuary Sound System	Requires contract with SUMC Sound System Operator. Fee will be determined based on event and time.	
Fellowship Hall	\$75/Day \$15/Hour	\$150/Day \$30/Hour
Adjoining Kitchen	\$40/Day \$10/Hour	\$80/Day \$20/Hour

Fees for other areas will be determined by the Church Office.

A non-refundable 50% Deposit of rental fee is due at time reservation is received in the Church Office.

The Church Staff in cooperation with the Board of Trustees has flexibility to alter the fee schedule when appropriate.

There is no charge for SUMC sanctioned activities (including Scouts).

A day consists of up to eight (8) hours. Please note “start time” on the Facility Request Form.

Custodial Fees: (ALL groups using our facilities are required to contract directly with Coast to Coast Cleaning, c/o Mark Cierzan – 446-0000).

Facility	Member and Non-Member
Sanctuary & Common Areas	\$100.00
Fellowship Hall/Kitchen & Common Areas	\$100.00
Sanctuary, Fellowship Hall/Kitchen & Common Areas	\$150.00
Gym with Common Areas (<u>NO</u> FOOD OR DRINKS)	\$150.00
Gym/Kitchen with Common Areas (WITH FOOD OR DRINKS)	\$200.00

Fees for rooms not listed should be negotiated directly with Coast To Coast Cleaning.