



### **The Wintersville Center for Hope Facilities Use Policy**

**Purpose: The purpose of this policy is to give guidance, rules, and procedures in usage of The Wintersville Center for Hope facility to both Wintersville Methodist Church Members and Non-Members. It is not in the scope of this policy to determine which parties are approved to use these facilities.**

- I. The Wintersville Center for Hope Board in conjunction with the Wintersville Methodist Church Board of Trustees reserves the right to:
  - A. Regulate the use of the Facility.
  - B. Revise these regulations without prior notice.
- II. **MEMBERS** of Wintersville Methodist Church and Staff will be allowed to use any of the Center for Hope facilities at a reduced expected donation rate. See Attachment A: Donation Schedule. **MEMBERS** may not apply for usage of a facility for a **NON-MEMBER**.
- III. The following guidelines apply to both **MEMBERS and NON-MEMBERS**:
  - A. The Wintersville Methodist Trustee Chairperson and Center for Hope Executive Director must approve all facility usage.
  - B. The facility must be left neat, orderly, and in original condition at the completion of the activity.
  - C. **NO ALCOHOL ALLOWED ON PREMISE.**
  - D. Adequate supervision must be provided when children and/or youth use the facility.
    1. Parents or caregivers must be responsible for children; minors (16 years or less) are not to be left unattended while other family members, siblings, friends, etc. participate in an activity at the Center or Church.
    2. The Center for Hope assumes no responsibility for property left on the premises by any group or individual.
    3. All activities must be supervised by an adult age 21 or older.
    4. Groups providing organized child-care during an event must comply with the Safe Church Policy established by the Wintersville Methodist Church. (Policy in Office)
- IV. Groups using the Center for Hope currently at no charge or at a reduced, maintenance usage donation rate will be permitted to continue to do so at no/current charge.
- V. All requests for facilities should be made through the Wintersville Methodist Church Administrative Assistant or The Center for Hope Executive Director **at least two weeks prior to request date but no more than one year in advance. \* Special Requests can be made.**
- VI. All donations for facility use must be **paid in full one week prior** to the activity date.
- VII. For **MEMBERS and NON-MEMBERS** facilities are not considered reserved until a **\$125 Partial donation deposit** is received. **Deposit is Nonrefundable if the facility is not left in original condition.**
- VIII. Any group using the Center for Hope facilities shall agree to reimburse for any loss or damage occurring during said group's use of the facilities and agrees to hold both The Center for Hope and Wintersville Methodist Church harmless for all claims and will sign an agreement as such.
- IX. If security is required for any activity, the using party will make and pay for such arrangements.
- X. The Center for Hope and Wintersville Methodist Church only permits individuals who

- are trained and authorized by the Center for Hope to operate the sound system.
- XI. No baseball or softball activities of any type are permitted in the Activity Center.
  - XII. Requested Sound Technicians form must be completed and amount due paid prior to use. If more time is needed from the sound technician payment for extra hours is paid directly to the technician at the event.

Attachment A:

**Expected Donation Schedule**

- A. **MEMBERS** may use the facilities at no charge for WMC sponsored ministry activities.
- B. **Donation Rates:** Both **MEMBERS** and **NON-MEMBERS** will follow the below usage donation rate schedule for use of the Gymnasium, Main Hall, and Kitchen

**FACILITY USE FEES**

**WMC MEMBERS & IMMEDIATE FAMILY**

<b>CFH Main Hall and Kitchen</b>	<b>\$150.00 PLUS Deposit of \$125.00 not Refundable if Facility Not Properly Cleaned after use.</b>
<b>Stage</b>	<b>Off Limits for events unless prior approval is given by the Executive Director of the Center for Hope</b>
<b>Gymnasium</b>	<b>\$50.00 for 2 Hour Rental</b>
<b>Sound Technician</b>	<b>\$55.00 for 2 hours (\$15 each additional hour</b>

