

heating/cooling, lock-up, and return of keys. It is the responsibility of the reserving individual or group to review these guidelines when submitting a reservation request.

- 12) From time to time, a church staff person or designated church representative may be on duty in various facilities. These persons will provide guidance, answers to questions, and any needed instructions to ensure the orderly use of facilities, especially when two or more activities are in progress at the same time in the same facility. Those persons using the facilities must respect the instructions of the representative.
- 13) Use of a church facility by individuals or community groups not related to LSUMC may be permitted. Each request will be reviewed as to suitability.
- 14) Chairs, tables, kitchen equipment, etc., in church facilities are not to leave the church property.
- 15) General wedding information, standards, a planning guide, and fee schedule relating to weddings at LSUMC are available in the Church Business Office.
- 16) **Items prohibited on any church property except as approved by the Trustees:**
 - Use of tobacco, alcoholic beverages, or illegal drugs in any form
 - Pets inside buildings
 - Profane language
 - Disrespectful behavior
 - Firearms, weapons or fireworks
 - Anything that could detract from a Christian atmosphere.

17) **Dress and behavior:**

The Family Life Center is a support ministry of LSUMC. In the interest of influencing others for Christ, the speech, dress, and conduct of the members, guests, and visitors will be in accordance with the highest Christian standards.

DEFINITIONS:

- 1) **Member:** Participating in the Family Life Center is open to all members and persons who are enrolled in the ministry of LSUMC.
- 2) **Guest:** A person in attendance with LSUMC member or someone who is in attendance with a person enrolled in the ministry of LSUMC.
- 3) **Visitor:** A visitor is an individual who is with outside groups or teams, spectator, party participant, or touring individual.
- 4) **Children:** Children are those who have not started the 6th grade. Children must be accompanied by an adult, unless they are part of a supervised group.
- 5) **Youth:** Youth are those young people who have either started or are past the 6th grade and under the age of 21. Youth must be accompanied by an adult over the age of 21, unless they are a part of a supervised group.
- 6) **Member Rates:** Church members (family functions), other churches, and Christian Community Ministries (CCM) are eligible for **Member Rates**. All other organizations will be charged **Non-Member Rates**.

FEE SCHEDULE:

| Facility | Member Rate | Non-Member Rate |
|---|--------------------|------------------------|
| Fellowship Hall (Dining Room and Kitchen) | \$75 (4 hours) | \$275 (4 hours) |
| Patio Area | \$10 (4 hours) | \$50 (4 hours) |
| Meeting Room / Classroom / Conference Room | \$30 (4 hours) | \$200 (4 hours) |
| Gymnasium (overnight additional \$20 begins @ 11pm) | \$35 (4 hours) | \$75 (4 hours) |
| Sanctuary / Chapel (<i>Janitorial Fee</i>) | No charge | \$500 |
| Music Room / Kitchen | \$35 (4 hours) | \$100 (4 hours) |
| LYSTRA | See LYSTRA Guide | |
| Deposit | \$50 refundable | \$100 non-refundable |
| Security Check Fee | \$50 | \$50 |

Janitorial Fees (to be paid directly to Custodian upon key pickup)

| Activity | Duty | Cost |
|------------------------------------|---|-------------|
| <i>Weddings</i> | Sound System / Bell (Wedding & Rehearsal) | \$60 |
| | Wedding / Rehearsal Janitorial Duties | \$60 |
| | Reception Janitorial Duties / Setup | \$60 |
| | Rehearsal Dinner Janitorial Duties / Setup | \$60 |
| <i>General Facility Use</i> | Janitorial Duties / Setup | \$60 |

NOTE: Janitorial services include general cleaning, table set-up & take-down, and trash removal. **Janitor service does not include dishwashing, clearing tables, or kitchen cleanup. This is the responsibility of the reserving individual.** Janitorial Services are not required for General Facility Use. Reserving individual is responsible for cleanup if janitor services are not utilized.

1. All costs are payable upon approval of application. The individual requesting facility is responsible for any damages which occur.
2. **Kitchen / Dining Room:** Please review the posted inventory list for instructions on cleanup.
3. **Liability:** The use of the Family Life Center and other church facilities and equipment will be at the risk of the participant/user. LSUMC does not assume liability or responsibility for any participant/user. LSUMC does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures, or furniture.
4. **Lost and Found:** The lost and found box is located at the Church Office. Lost items will be returned to the owner when the owner requests and properly identifies those items. Participants are encouraged to put their names on all personal items.
5. **Janitorial Services** – If services are to be used, the services fee shall be paid directly to Custodian. If services are not desired, deposit must be paid to the Church Office, but will be refunded if facility is left in good condition.

*Any situation not specifically covered in this list of policies will be acted upon at the discretion of the Church Staff and Board of Trustees if and when the need arises.

LYSTRA Guidelines

1. **LYSTRA can only be reserved by members of the church for family functions or by Epworth Children's Home.** Use by other churches or conference groups will be considered on an individual basis by the Trustees based on a written request to the Church Business Office at least 30 days in advance of the proposed function. Due to liability and availability, outside organizations will be excluded from using LYSTRA.
2. Reservations should be made on the church calendar at least **two weeks** in advance.
3. If reserved by a member, said member must be present at the activity, and will be responsible for the following guidelines.
4. A security deposit of \$5.00 is required when the LYSTRA keys are picked up and will be refunded when the keys are returned. The keys must be picked up during church office hours and must be returned by Tuesday of the week after the function. Epworth, classes, committees, and other LSUMC church activities are excluded from the rental fees and security deposits.
5. All trash and debris must be removed from the site as you leave. This includes the picnic shelter, cabin, and bathrooms. Bring your own utensils, cooking supplies, bed linens & toiletries.
6. Rental season is from April 1 to November 1.
7. Holidays (Memorial Day, July 4th & Labor Day) may not be exclusively reserved by anyone. The church reserves these dates for shared use by any of the church family.
8. If any problems occur with the facility, please contact the church office or the current member of the Trustees in charge of LYSTRA.

FEE SCHEDULE

There are no NON-MEMBER rates. If outside usage is granted by the Trustees, the Trustees will assign the fee.

Check In Time: 12 Noon

Check Out Time: 10am (If checkout is after 10am, another day's rental will apply.)

| Facility to be used | Cost |
|---|------------|
| <input type="checkbox"/> Tent space / Swimming / Fishing / Picnic Shed (Porch only) | \$5 / day |
| <input type="checkbox"/> Picnic Shed (Kitchen & AC) | \$15 / day |
| <input type="checkbox"/> Cabin | \$25 / day |
| <input type="checkbox"/> TOTAL FACILITY | \$35 / day |
| Total Amount Due: | |

Reservation Approval

| | | | |
|----------------------------------|--|---|--|
| Requester: | | Dates: | |
| #Days | | <input type="checkbox"/> Item has been scheduled & no conflicts noted | |
| Staff Approval Signature: | | Date of Approval: | |
| Amount Paid: | | Date Paid: | <input type="checkbox"/> Key Returned |

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Lyttleton Street United Methodist Church

FACILITIES REQUEST FORM

| | |
|-------------------------------------|------------------------------|
| Requester's Name: | Phone: |
| Date of Event: | Actual Time of Event: |
| Reservation Time: Beginning: | Ending: |
| Purpose: | |

Check each facility you will be using.

| Check Here | Facilities to be used | Member Rate | Non-Member |
|------------|---|---|----------------------|
| | Fellowship Hall (Dining Room) | \$75 (4 hours) | \$275 (4 hrs) |
| | Patio Area | \$10 (4 hours) | \$50 (4 hours) |
| | Meeting Room / Classroom / Conference Room | \$30 (4 hours) | \$200 (4 hrs) |
| | Gymnasium | \$35 (4 hours) | \$75 (4 hours) |
| | Sanctuary / Chapel (*Janitorial Fee) | No charge | \$500 |
| | Music Room / Kitchen | \$35 (4 hours) | \$100 (4 hrs) |
| | LYSTRA | See LYSTRA Guide | |
| | Deposit | \$50 refundable | \$100 non-refundable |
| | Security Check Fee | \$50 | \$50 |
| | JANITORIAL SERVICES (Includes general cleaning, table set-up and take-down, and trash removal. Janitor service does not include dishwashing, clearing tables, or kitchen cleanup. This is the responsibility of the reserving individual. Reserving individual is responsible for cleanup if janitor services are not utilized.) | See Fee Schedule (This service is not required, but deposit must be made until facility is inspected after use. If in good condition, full refund will be given.) | |

Total Rental Amount Due: _____ **PAID** _____ (DATE)

Janitorial Due(payable to Leon Boyd): _____ **PAID** _____ (DATE)

Reservation Approval

Please check off items upon completion.

| | |
|----------------------------------|--|
| | Item has been scheduled on calendar and no conflicting reservations were noted |
| Staff Approval Signature: | |
| Date of Approval: | |

****Reservation approval and instructional handout should be given to reserving individual along with key.**

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Family Life Center Instructions & Checklist

Items prohibited in the Family Life Center:

- Use of tobacco, alcoholic beverages, or illegal drugs in any form.
- Pets inside buildings
- Profane language
- Disrespectful behavior
- Firearms, weapons or fireworks.
- Anything that could detract from a Christian atmosphere.

Kitchen / Dining Room

Janitor service does not include dishwashing, clearing tables, or kitchen cleanup. This is the responsibility of the reserving individual. Please review the posted instructions on cleanup. **DO NOT BLOW OUT THE PILOT LIGHTS ON THE STOVE/OVEN – THEY ARE TO BE LEFT ON AT ALL TIMES!!!!!!**

Gym Use

1. Light soled tennis shoes are required on the gym floor during play.
2. Appropriate length shorts, along with other suitable attire, are required at all times by males and females.
3. Absolutely nothing may be thrown from the gym floor to the ceiling, lights, equipment and walls. Anyone violating this rule is in danger of being dismissed from the Family Life Center and is liable for any damage resulting from their actions.
4. No soccer activities (i.e., kicking).
5. LSUMC gym equipment will be set up with permission.
6. No food or drink is allowed in the gym, unless it is part of a church-sponsored meal.

Liability: The use of the Family Life Center, other church facilities and equipment will be at the risk of the participant/user. LSUMC does not assume liability or responsibility for any participant/user. LSUMC does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures or furniture.

Lost and Found: The lost and found box is located at the Church Business Office. Lost items will be returned to the owner when the owner requests and properly identifies those items. Participants are encouraged to put their names on all personal items.

Checklist: Please make sure each item has been completed prior to leaving the facility.

- | | | |
|---|---|--|
| <input type="checkbox"/> All rooms used are clean | <input type="checkbox"/> Bathrooms are clean | <input type="checkbox"/> Trash has been taken to dumpster. |
| <input type="checkbox"/> Floors are swept. | <input type="checkbox"/> Refrig doors-both closed | <input type="checkbox"/> Stove pilot lights are left "ON" |
| <input type="checkbox"/> Lights are "OFF" | <input type="checkbox"/> AC or Heat timers are "OFF" | <input type="checkbox"/> All doors are LOCKED |
| <input type="checkbox"/> Keys returned | <input type="checkbox"/> Fees Paid (facility use & custodial) | |