

CORNERSTONE UNITED METHODIST CHURCH
Family Life Center Usage
Adopted: August 2018

Cornerstone United Methodist Church's (CUMC) primary purpose and mission is to make disciples of Jesus Christ.

Building use will be scheduled when appropriate and if space is available.

Scheduling this facility is through the Church Secretary and requires filling out a FLC Schedule Form. Notice that signing this form is a requirement on the FLC Schedule Form

CUMC reserves the right to refuse usage to any group or person. Decisions by Trustees are final.

Cost of facility usage will be considered a donation.

We strive to maintain our church facilities in a clean, safe and secure fashion.

1) The security system may need to be inactivated when you enter the building. Please enter the Family Life Center through the double doors. This is where you deactivate the burglar alarm. An alarm code will be assigned to you by the Office Business Administrator and must be kept confidential.

2) **ALL DOORS should be locked when you leave** unless there is another group meeting at the same time. The alarm can be set when the words SYSTEM READY is displayed on the alarm pad. The words ZONE FAULTED will appear if a door is not closed. Once all doors are closed, the system can be set by using the same code you used to enter the building.

3) If you accidentally set off the alarm, you must **IMMEDIATELY** call

1. Hugh Corpening (281-841-1557)
2. Rod Loper (281-507-4756)

Do not leave the area until the alarm is cleared. Police may be dispatched.

4) **PLEASE MAKE SURE ALL LIGHTS ARE TURNED OUT BEFORE LEAVING** (except in areas where other groups may be meeting).

5) All scheduling and changes in use must be made through the office. Keys will be issued and authorized for the person given the key. DO NOT let anyone who is not authorized to do so borrow the key or the alarm code. If we find that someone else has been given the key or an unauthorized duplicate of the key has been made or the alarm code was distributed to an unauthorized party, the organization will forfeit its reservation for use of the facilities.

6) Each group should bring their own supplies and equipment to be used such as: office supplies, art and craft supplies, games and toys to play with, etc.

7) Any EQUIPMENT such as tables, chairs, etc., should be formally requested on the FLC Schedule Form and agreed upon in advance. Tables and floor should be covered for crafts. Any paint used must be water soluble. All chairs, tables, and equipment approved and used by a group should be appropriately put away before the last representative of the group leaves. Any

expense for the replacement of damaged equipment will be the responsibility of the offending group. Adjustments to the thermostats must be reversed when leaving the building.

8) The KITCHEN is available for use if a prior request has been made on the FLC Schedule Form and approved. Please clean up by washing all dishes and putting them away. All tables must be washed and floor cleaned. Trash must be taken out to the dumpster.

9) FOOD in the pantry, refrigerator and freezer is for preschool and church use **ONLY**. Any food left behind (unless agreed upon in advance) will be disposed of. All authorized food left behind should be clearly labeled with the group's name.

10) KITCHEN SUPPLIES (such as plates, cups, napkins, condiments, etc.) are for preschool and church use **ONLY**. Each group should bring their own paper goods, plastic utensils, condiments, etc. Any group using the kitchen supplies without prior approval will be required to reimburse the church for the applicable replacement expense.

11) All electronic games, game tables, game equipment, stereo systems, televisions, computers, etc., located in the YOUTH ROOM are for the **EXCLUSIVE USE** of the Cornerstone United Methodist Church Youth (Jr. & Sr. High) Department. No other groups are authorized to use the Youth Equipment without prior approval. Any expense due to damage of the equipment by authorized/unauthorized parties will be the responsibility of the applicable group.

12) All AUDIO & VISUAL EQUIPMENT is for the **EXCLUSIVE USE** of the programs and ministries of Cornerstone UMC unless specifically requested on the FLC Schedule Form and approved. Only those persons trained and/or authorized by Cornerstone UMC may handle or operate the Audio & Visual Equipment belonging to the church. A separate fee may be charged for A/V operator. Any equipment damaged due to the unauthorized use of the equipment will be replaced and/or repaired at the expense of the applicable group.

13) All CHURCH INSTRUMENTS (pianos, organs, keyboards, drums, bells, etc.) are for the **EXCLUSIVE USE** of the programs and ministries of Cornerstone UMC unless specifically requested on the FLC Schedule Form and approved. Only those approved persons should handle or play the instruments. Any instrument damaged due to unauthorized use will be replaced and/or repaired at the expense of the applicable group.

14) There must always be at least **TWO AUTHORIZED PERSONS** supervising each group of children and youth of all ages. Please see the church "Safe Sanctuary Policy." This is a church requirement and an insurance requirement.

All adults working with children in church related programs and ministries, whether paid staff or volunteer, must have completed the '**SAFE SANCTUARY TRAINING**'. Non-church related programs and groups are still required to be familiar with the church's Safe Sanctuary Policy and abide by its rules and regulations. The Boy Scout 'Youth Protection Training' will be accepted.

15) **NO ALCOHOL** of any kind is permitted on the church premises.

16) No smoking or tobacco is to be used on the premises. Cornerstone UMC is a **SMOKE FREE FACILITY**.

17) You are discouraged from serving foods containing **PEANUTS** or **PEANUT BYPRODUCTS** due to the severity and the increasing prevalence of peanut allergies. At the minimum, any foods containing peanuts should be clearly labeled as such and should not be left behind in the kitchen.

18) Sports equipment for the gym may be used if requested on the FLC Schedule Form. Only approved persons may raise and lower the basketball goals. Putting up or removing volleyball posts and nets requires some skill and only trained persons may handle the equipment.

19) In general, damage or loss of church equipment as well as damage to the church facilities will be replaced and/or repaired at the expense of the group responsible.

20) No items including posters or flyers are to be placed on the walls in the Family Life Center without approval of the church. **THE USE OF TAPE, NAILS, SCREWS, GLUE, PUTTY, ETC. ON THE WALLS IS STRICTLY FORBIDDEN.** Permanent hooks will be provided for posters and banners.

21) **NO ANIMALS** are allowed inside the facility except for service animals or specially designated classroom pets when approved by the Pre-school Director.

Please remember that this is an extension of worship space and should be treated with respect. The housekeeping rules are ones that you would follow if you were a guest in someone else's home. It is important that all adults working with your group know and follow these rules. Failure to adhere to these Family Life Center rules & policies will cause the immediate forfeiture of the offending group's right to use and/or have access to the property/facilities.

If there are any questions or problems that arise please do not hesitate to call the church office at 281-859-4141.

I HAVE READ AND AGREE TO THE ABOVE RULES AND POLICIES AND UNDERSTAND THAT FAILURE TO FULFILL THESE REQUIREMENTS WILL CAUSE THE IMMEDIATE FORFEITURE OF OUR RIGHTS TO USE AND/OR HAVE ACCESS TO THE PROPERTY/FACILITIES.

Name: _____ Date: _____

Organization: _____

Official Title: _____