



THE COMMUNITY CENTER
at REYNOLDSBURG UNITED METHODIST CHURCH

POLICIES & EVENT REQUEST FORM

RESERVATIONS

- The Community Center at Reynoldsburg United Methodist Church (UMC) is open to any group approved by the Ministerial Staff and Community Center Director—provided such use does not conflict with regularly scheduled Reynoldsburg UMC activities and the Social Principles of the United Methodist Church.
- The Community Center Director will provide oversight of reservation priorities and procedures—including discussion/collection of any fees.
- A 25% deposit of the total event fee is due upon registration.
- Reservations should be made at least 14 days prior to the scheduled event/activity.
- Cancellation WITHIN 10 days of the scheduled event/activity will result in forfeiture of the 25% deposit.
- Participants are expected to remain in reserved/designated areas defined at the time of reservation.
- Full cost of repair or replacement due to damage of equipment, furnishing, and/or surfaces shall be the responsibility of the event coordinator/applicant using the building at the time of such incidents. Repair or replacement cost to be determined by the Reynoldsburg UMC Board of Trustees.
- Failure to vacate the rented space at the stated time (per the event request form) will result in additional charges at one-quarter-hour increments of the hourly rental fee.
- No events will be scheduled outside of regular church hours without the express written consent of the Community Center Director.

ATTIRE

- Appropriate clothing (such as non-marking indoor athletic shoes, t-shirts, athletic pants, leggings or shorts) are required while participating in athletic competition in the Community Center. We ask that you do not wear revealing clothing or clothing with inappropriate slogans or offensive graphics (as determined by the Community Center Director).
- All participants are required to wear closed-toed shoes (no sandals) while participating in athletic events.
- No high-heeled shoes are permitted on the gym floor (unless the floor is covered).

INAPPROPRIATE USE

- The Community Center and church buildings are smoke-free, tobacco-free. This includes e-cigarettes, vapor pens, etc. Outdoor designated smoking areas are provided for your convenience.
- No persons shall use alcohol or any type of controlled/illegal substances inside the Community Center and church buildings or anywhere on the property (including the parking lot).
- No one shall promote drugs, drug paraphernalia, gambling, or lewd, vulgar, obscene, pornographic or illegal materials, violence, hatred, or sexual conduct.
- No use shall promote or oppose any candidate for public office in a manner that is impermissible under Section 501(c) (3) of the Internal Revenue Code.

GENERAL

- Profanity and yelling are not permitted in the Community Center.
- Lockers will be provided during game times for personal property. Locks are not provided (please bring your own). After 24 hours, locks will be removed and contents placed in Lost-and-Found.
- Neither Reynoldsburg UMC or its representatives are responsible for lost or stolen property.
- Arguing with any representative of Reynoldsburg UMC will result in an automatic dismissal from the Center or the church building for a period of time determined by the Community Center Director.
- All participants are expected to act in a manner that does not detract from the general enjoyment of others.
- Children (through 18 years of age) in the Community Center and/or church building fall under our Safe Sanctuary Policy. This policy is available upon request.

FEE SCHEDULE

Banquet Rooms

	Banquet A	Banquet B	Banquet C	Combined A-B-C
Square Footage	530	1,000	1,150	2,680

Rental Fee (Hourly Rate)

Member/Non-Profit	\$35	\$50	\$50	* \$108
Non-Church Member	\$50	\$75	\$75	* \$160

Seating Capacity

Classroom Style	27	45	45	150
Theater Style	28	80	80	200
Round Tables	55	70	70	300
Conference/Block O	14	28	28	N/A

** rate reflects 20% multi-room discount*

Meeting Rooms (18 person capacity)

	Hourly Rate	Minimum Fee
Non-Church Member	\$50 (3-hour minimum)	\$150
Member & Non-Profit	\$25 (3-hour minimum)	\$75

Banquet and Conference Room Discount

- 10% discount on rental of two rooms
- 20% discount on rental of three rooms

Gymnasium

	Hourly Rate	Flate Rate
Non-Church Member	\$50	\$600 (after 8 hours)
Member & Non-Profit	\$35	\$400 (after 8 hours)

Bauserman Sanctuary

Seating Capacity: 300

	Weddings *	Non-Weddings (per 8-hour event)
Member & Non-Profit	\$500	\$1,000
Non-Church Member	\$700	\$1,500

** refer to Wedding Policies for details*

Worship Center (per 8-hour event)

Seating Capacity: 900

- Member & Non-Profit: \$1,500
- Non-Church Member: \$2,500

Student Center

Seating Capacity: varies based on room set-up, and includes extra amenities (see Community Center Director for details)

Rate per 8-hour event:

- Member & Non-Profit: \$55 per attendee
- Non-Church Member: \$75 per attendee

REYNOLDSBURG UMC EVENT REQUEST FORM

Thank you for your interest in using Reynoldsburg UMC for your next event. Please complete this application and return it to the church office at least **FOURTEEN (14) DAYS** prior to the event for approval.

Today's date: _____ Event date: _____

Set-Up Time: _____ Event Start Time: _____

Event End Time: _____ Departure Time: _____

TOTAL TIME (inclusive of set-up and departure): _____

Event Frequency: One-Time Weekly Monthly Other: _____

Event Name: _____

Anticipated Number of Guests: _____

I am a Member/Attender of Reynoldsburg UMC: Yes No

I am representing a recognized non-profit organization: Yes No

Name / Corporation: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Contact: _____

Company/Organization: _____

Primary Phone: _____

Secondary Phone: _____

Email Address: _____

Room(s) Desired (check all that apply – see fee schedule for rates)

- Banquet Room A Banquet Room B Banquet Room C
- Meeting Room A Meeting Room B Meeting Room C
- Conference Room Gymnasium Student Center
- Bauserman Sanctuary Worship Center

Provide a brief description of your event:

(to assist with event pre-planning and production, please provide a detailed plan and desired time schedule and any unique aspects of your event)

Set Up Needs:

Tables (indicate number):

48-inch Round _____
(seats 8)

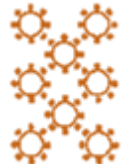
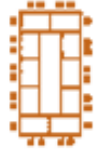
6-foot Rectangle _____
(seats 8)

Training Tables _____
(seats 2 on one side)

Other: _____
(e.g., food, cake, gift, etc.)

Table/Seating Arrangement:

Conference Block O Theater Classroom Banquet Rounds



Team Building Games:

Volley Ball Basketball Pickleball Gym – full court
 Ping Pong Corn Hole Large Size Jenga Gym – half court

Audio/Visual Needs:

Wireless Handheld Microphone Large Screen Display/Projector *
 Dry Erase Board Flip Charts/Easels
 Presentation/Music Interface (for use with your own device)

* *varies per room*

Catering Service (see attached Catering Menu):

All food and beverages served must be provided by the Community Center. No other food or beverages may be brought into or removed from the facility by any client or client's guests as in accordance with local and state regulations unless previously approved by the Community Center at Reynoldsburg United Methodist Church.

LETTER OF AGREEMENT

Total Room(s) Rental Fee \$ _____

Catering Fee (see attached menu for details) \$ _____

On Site Audio Visual Technician Fee (\$25/hour) \$ _____

TOTAL FEES: \$ _____

25% Deposit (due at time of reservation) \$ _____

INTERNAL USE ONLY Received by: _____ Date: _____ Form of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash
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BALANCE DUE (due one day prior to event): \$ _____

INTERNAL USE ONLY Received by: _____ Date: _____ Form of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash
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I, the undersigned hereby make application to Reynoldsburg United Methodist Church for the use of the facility and equipment as designed and certify that all of the listed information is correct. I understand, and will comply with all policies and rules of Reynoldsburg United Methodist Church concerning the use of the building and equipment including reimbursement for damage to property and equipment as determined by the Church Board of Trustees. I agree to the fees as charged and guarantee payment thereof. I understand that I forfeit my deposit if I cancel less than 10 days prior to the event. I further release and hold Reynoldsburg United Methodist Church and its representatives harmless from any and all liability associated with this event and understand the organization and individual represented on this application assume liability.

Signature: _____ Date: ____/____/____

PRINT Name: _____

Organization: _____ Title: _____

SENT TO TPG by: _____ Date: _____
