

LakeSide Fellowship UMC Policy Procedure Manual

Subject Building Use and Fees	Procedure Number 2	Revision	Effective Date 10/31/02	Page 1
Supersedes		Approved By The LakeSide Fellowship Management Team		

LakeSide Fellowship UMC welcomes you to use our facilities. We have a wonderful facility that God has blessed us with. These facilities are maintained with love and labor so you may enjoy your activity. In order to be good stewards of what God has given us charge over, we respectfully ask that you abide by the following policies to assist us in keeping the facility in good condition so it may be utilized by many.

1. All facility use requests must be approved by the LakeSide Fellowship UMC Management Team, and are considered on a first come first served basis.
2. Facility use requests are subject to the availability of the space requested.
3. Respect the use of the church rooms by:
 - Not removing tables, chairs or other furniture from rooms
 - Not removing the bulletin boards, or covering them up
 - Not placing items on the walls using thumbtacks, staples, nails, or other items that would damage the walls and/or finish of the walls. Wall putty is acceptable, not duct, scotch, or masking tape.
 - Not removing or moving furniture in the sanctuary space, including items on the altar.
4. If your group does re-arrange tables or chairs within the meeting space, you are asked to put them back to the original placement when you leave.
5. If your group uses the nursery of the church, do not move the toys from room to room, they are placed in the rooms according to age levels and development ability.
6. If you use the kitchen, please clean up after yourself.
7. All garbage must be removed and placed in the garbage containers outside of the church.
8. A vacuum cleaner can be found in the Janitor's closet (in the closet outside the men's room). Please vacuum the rooms after use.
9. A Certificate of insurance may be requested of your group naming Lakeside Fellowship UMC as additional insured.

For your activity, a member of our Management Team will be here to let you in the facility, or we will arrange for your group to have a key for your event. When your request is approved, you will also be notified of any other church events running concurrently with your activity. Shared space is a possibility, particularly if your group is requesting multiple days. You will be asked to adjust to accommodate church events and space needs.

Facility Use Fees

Kitchen (For food preparation)	\$75.00
Sunday School rooms	\$25.00 Each
Sanctuary/Fellowship Hall	\$125.00
Nursery room	\$35.00

*Your group is responsible for childcare. Children must be supervised at all times by a screened adult 18 years old or older.

The Sunday school rooms have a minimum capacity 28 and a maximum of 97

The Sanctuary can seat approximately 500 people

The Nursery can accommodate 28 children

*Your group is responsible for cleaning up after your event. A cleaning fee of up to \$200.00 will be assessed if the facility is left unclean. This includes removing all garbage and replacing any moved furniture to the way the room was found.

Upon approval and by signing the Building Use Application Form, you agree to abide by the policies set forth by LakeSide United Methodist Church for the use of the facility and accept responsibility for the payment of the applicable fees and cleaning charges, if assessed, should your group meet at LakeSide Fellowship UMC