

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. Board of Trustees reserves the right to:
 - A. The Wintersville Center for Hope Board in conjunction with the Wintersville Methodist Church 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.
- 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 ALCHOL 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
- VI. All donations/payment of balance for facility use must be **paid in full one month** to the event 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.

Expected Donation Schedule

- A. **MEMBERS** may use the facilities at no charge for **Wintersville Methodist Church** 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

CFH Main Hall and Kitchen	\$250.00 (PLUS Non Refundable Security Deposit of \$125.00). \$100 Custodial (Refunded if properly cleaned)
Stage	Off Limits for events unless prior approval is given by the Executive Director of the Center for Hope
Gymnasium	\$50.00 for 2 Hour Rental (Basketball, Pickleball, Volleyball)
Gymnasium Parties	\$150 (PLUS \$50 Non Refundable Security Deposit) includes gathering area outside of gym only. \$100 Custodial Fee. Only back doors will be unlocked for entrance & exit for parties.
Sound Technician	\$100.00 for 2 hours (\$50 each additional hour)

FACILITY USE FEES

NON WMC MEMBERS

CFH Main Hall	\$500.00 (PLUS Non Refundable Security Deposit of \$125.00). Custodial Fee \$100.00
CFH Main Hall and Kitchen	(Use of Appliances) – (Deposit of \$125.00 not Refundable if Not Properly Cleaned after use)
<u>(CHURCH REPRESENTATIVE MUST BE PRESENT TO INSPECT BEFORE AND AFTER ANY COOKING TAKES PLACE)</u>	
Stage	Off Limits for events unless prior approval is given by the Executive Director of the Center for Hope
Gymnasium	\$50.00 for 2 Hour Rental (Basketball, Pickleball, Volleyball)
Gymnasium Parties	\$150 (PLUS \$50 Non Refundable Security Deposit) includes gathering area outside of gym only. \$100 Custodial Fee. Only back doors will be unlocked for entrance & exit for parties.
Sound Technician	\$100.00 for 2 hours (\$50 each additional hour)

Center for Hours for Use;

Monday through Saturday	8:00 am until 8:00 pm
(Except Wednesdays)	8:00 until 4:00 pm
Sunday	1:00 pm until 8:00 pm

The above donation rates were assigned to serve as a means for reimbursing The Wintersville Center for Hope for the usage, wear-and-tear, and manpower necessary for individuals to enjoy our facility

Cost Calculation:

Member

Non Member

Center Hall

Center Kitchen

Gymnasium

Sound Technician
