

Perdido Bay United Methodist Church

Facility Usage Policy

Mission Statement:

To provide opportunities for a growing relationship with God, through connecting, strengthening and serving.

Scheduling Guidelines

All event groups requiring use of the facilities must complete a room rental form (located in Community Center or online) at least 2 weeks prior to event date . Once this form is approved by Community Center staff it will be put on calendar and the person requesting will be given a confirmation number via e-mail or phone. Events are limited to the space assigned. PBUMC reserves the right to move, cancel, or postpone the event if a conflict arises. Programmed activities have priority over requested events.

- All church related functions such as bible study, Sunday school, worship, accountability groups, committees, etc. are to be scheduled through Community Center and church office only and also require a 2 week notice.
- All church members requesting use of the facility for private functions will be given a 50% discount on room rental and equipment rental rates.
- Any not for profit groups will be approved by the Trustees and will become church sponsored or will receive a 50% discount the same as members.
- Open volleyball, basketball, and other recreational events can be approved, but there will be a minimum \$2.00 donation per person or the event must be approved by trustees as church sponsored and are still susceptible to being moved due to schedule conflicts.
- Any group requesting a room rental must complete rental sheets and be notified of fees associated with needs for the event prior to date of rental. Invoice payments are due the day of the event and past due payments of over one month will have a 10% service charge applied.

General Operating Guidelines

- All events must have at least one contact person who is present and responsible for the set up and clean up of facilities. This includes taking all trash to the dumpster and removing all paraphernalia immediately after the event has ended.
- All events are to
- There is no profanity, firearms, illegal substances, or alcohol allowed anywhere on campus and smoking is permitted on the north side of the Community Center in the designated area only.
- PBUMC is not responsible for lost, damaged or stolen personal items brought to the campus, however we will make every reasonable effort to assist when an occasion arises.
- Any activity involving children/youth must have at least one adult supervisor per ten kids. No children/youth under 18 shall be left unattended at any time.
- Community Service hours are to be approved by appropriate staff members. They will be taken on a case by case basis and PBUMC reserves the right to deny hours to any individual not abiding by the Facility Usage Policy.