

Rolling Plains Facility Use

The Rolling Plains UMC exists for the glory of God and making disciples of all people. Our building is to be used for the ministry of the Rolling Plains UMC and the greater Zanesville Community.

Any group of the Rolling Plains UMC directly related to the administration, program, promotion, and service of the RPUMC may use the facilities without charge.

Community groups and other outside groups who wish to use the church facilities must have prior approval by the Church office. An official "Event/Facility Application Form" must be presented for approval.

The following guidelines for the use of the church building have been adopted by the Board of Trustees in July, 2014:

1. The facilities of RPUMC will be available to local organized clubs, associations, or groups for events such as reunions, anniversaries, showers, and birthday parties at the rates listed below:

Worship Center: \$200.00

Kitchen/ Embers Room: \$100.00

Embers Room only: \$50.00

Classrooms: \$25.00 each

\$25 custodial fee is required for **all such events at Rolling Plains UMC unless otherwise waived or gifted by the Church Leadership. Small group meetings, Sunday school classes, and Church sponsored events are not subject to this fee.*

2. When a group has been given approval for use of a specific space, the group must confine themselves to the space and not use other areas throughout the church. Restrooms are open to any and all parties using any part of the church.
3. The piano, organ, or worship instruments may not be used unless prior approval is granted. The Sound Room is not made available unless a Rolling Plains trained Media Staff is hired for the event and scheduled through the office. No exceptions. There is a \$75 fee for the sound person.
4. At the completion of the function, the group must empty all trash cans and take trash to the dumpster: wipe down all surfaces, sweep floor (vacuum located in big storage room next to Prayer Room) place tables and chairs back in the original configuration, turn off lights, shut all windows, and lock doors. **When emptying trash bags please take the entire trash can outside before pulling out the trash bag. Carpet cleaning to remove food/liquid stains is quite costly.**
5. Restrooms are to be checked before leaving premises: toilets flushed, paper picked up, and trash emptied.
6. Outside doors are not to be propped open except while of loading and unloading items for event set-up.
7. Weddings are scheduled through the office with the help of our staff. Please direct all calls to the office manager at 740-453-4192 (x 100)
8. Administrative support is not available to assist with marketing or advertising events not sponsored by the church.
9. All groups or organizations using our facility for a function involving children and youth must have a number of adults in attendance at a ratio that is equal to the RPUMC safe sanctuary policy. Two (2) adults must be with each group. Children and youth need to be supervised at all times.
10. Alcoholic beverages, guns, weapons, and illegal drugs are prohibited in and on church property.
11. Rolling Plains United Methodist Church is a SMOKE free facility. We ask that you and your guests refrain from smoking on the church property.
12. No decorations, posters, or any other materials may be installed or displayed without prior permission. At that time you will be instructed on how those items may be hung. Under no circumstances can DUCT tape be used as a fastening tool.
13. The group using the meeting space agrees to be financially responsible for any damage to church property and shall assume responsibility for all loss, damage or injury arising from use of the meeting space, and shall covenant to hold harmless the RPUMC, its staff and Board of Trustees from any claim, suit, judgment, cost or expense for or arising from the use of property, premises of facilities of RPUMC.
14. Church use of meeting space takes precedence over any other use. The Pastoral Staff reserves the right to cancel, postpone, or move any group if it is anticipated that there will be interference with a funeral, other worship service, or special function.
15. If you have reserved a room for use on Sunday afternoon or evening, you are doing so with the understanding that the room may not be clean when you arrive. Please plan to arrive early to insure that the space is in acceptable condition for your event.
16. The Leadership of RPUMC and the Board of Trustees reserves the right to amend these regulations at any time.