

Core Creek Methodist Church
Facility Use Guidelines
Updated May 2023

Core Creek Methodist Church (CCMC) welcomes the use of its facility by members, non-members, ministry partners and non-profit organizations (NPO). The fellowship hall is available for bridal showers, meals, club meetings, family gatherings, and other events. **All groups wishing to use the facility must be approved by the pastor.**

Members are defined as those that are official church members and have been regularly attending services and/or participating in CCMC programs for at least six months. Non-members must have a sponsor who is a member of the church. Ministry partners are groups that CCMC supports in carrying out its ministries such as Jail Ministry, Backpack Blessings, and Celebrate Recovery. For the purposes of this document, an NPO is considered any group that CCMC is not currently affiliated with (e.g., Alcoholics Anonymous). An NPO does not have to be registered charitable organization.

The occupancy for the fellowship hall is currently 50 to 60. Seating for meals is approximately 45. A cleaning deposit is required for the use of the building. This ensures that it will be pre-cleaned and ready to use for your event.

All reservations go through the pastor and are placed on the Church calendar. Please contact the pastor via the church office at 252-728-1403 or email office@corecreekmc.org.

The church is not responsible for any accidents or personal damages which might occur during the use of our church and facilities.

CHURCH/FACILITIES USE POLICY

If the kitchen is used, it must be left clean and in order. All dishtowels must be washed and put back in the church. The trash/recycle will be taken out of the building and placed in the trash/recycle carts on the back side of the building.

All personal items, food, gifts and boxes must be removed. The church is not responsible for items left in the building.

Alcoholic beverages will not be served or consumed on the property.

Tables and chairs must be moved back to their original position. If items were removed from the walls, they will be put back up. Dripless candles must be used to protect floors and furniture. No tacks or tape will be placed on the walls, woodwork, or ceilings. Any florist should be able to recommend appropriate fasteners.

Please provide your own supplies such as napkins, cups, plastic utensils, coffee, sugar, and teabags. The church does not provide tablecloths or other decorations.

The heating/air conditioning temperature will be pre-set according to the Trustees' directives.

FEES FOR RENTAL OF CORE CREEK METHODIST CHURCH FELLOWSHIP HALL AND GROUNDS.

	MEMBERS	NON-MEMBER	MINISTRY PARTNER/NPO
Fellowship Hall	No Fee	\$150	No Fee
Cleaning Deposit*	\$110	\$110	\$110
Total	\$110	\$260	\$110

*A CLEANING DEPOSIT OF \$110 IS INCLUDED IN THE RESERVATION FEE. THE CLEANING DEPOSIT MAY BE RETURNED IN FULL AFTER THE BUILDING IS INSPECTED FOLLOWING THE EVENT AND IT IS FOUND TO BE CLEANED. Please note that the refund may take up to 30 days.

Members, ministry partners and NPOs are not charged for the rental of the building. Non-members are charged \$150 plus \$110 cleaning deposit. If they clean the building, the cleaning deposit is refunded. As previously stated, the \$110 deposit may be refunded within 30 days if building is cleaned by the renter.

Core Creek Methodist Church
FELLOWSHIP HALL USE RESERVATION FORM

Name: _____		
Address: _____		
Home Phone # _____		
Cell Phone # _____		
Type of Event: _____		
Desired date of use: _____		
Set-up date/time: _____		
Event begin time: _____		
Event end time: _____		
Core Creek Sponsor for this event: _____		
Who will clean up after the event?	I will clean up	Please schedule the custodian to clean

WE AGREE TO ABIDE BY THE RULES OF CORE CREEK METHODIST CHURCH AND RELEASE THE CHURCH FROM ANY LIABILITY INCURRED FROM OR RELATED TO ACCIDENTS OR PERSONAL PROPERTY DAMAGE DURING THE USE OF ITS FACILITIES.

ALCOHOLIC BEVERAGES WILL NOT BE SERVED OR CONSUMED ON THE PREMISES.

SIGNATURE: _____

DATE _____

ADVERSE CONDITIONS: In the event a hurricane, tornado, flood, or any other natural disaster, or "Act of God" occurs leading up to the date of the event so that the church is so badly damaged that its ability to accommodate the intended event would be substantially impaired, as determined by the pastor, a full refund of the reservation fee and cleaning deposit will be made available, or the event may be rescheduled for an appropriate date/time in the future.