



## **Christian Life Center Policies & Procedures Manual**

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# Recreation Ministry Plan



## 1. What Are We Trying To Accomplish? (Our Vision)

We exist to **LOVE BOLDLY**, casting the **LIGHT** of **JESUS** into the world.

## 2. How Do We Plan To Accomplish Our Vision?

We do this by living out the values of being:

**SCRIPTURALLY RELEVANT UNITED METHODISTS,**

**A LOVING, INVITATIONAL COMMUNITY,**

**A PRAYERFUL AND HOPEFUL REFUGE,**

**COURAGEOUS VISIBLE AGENTS OF CHANGE.**

## 3. What Is Most Important To Us? (Our Core Values)

### "Who We Are" Values

- Practicing unconditional love regardless of social, economic, or racial status; acknowledging we are all God's unique creation.
- Expressing the truth of the gospel without fear; being unashamed of who we are in Christ.
- Exhibiting a life of sacrifice and faith with intentions of enriching the kingdom of God; exposing the church and unchurched to God's unfailing grace and love.
- Providing opportunities to serve the community for Christ through recreation and sports.

### "What We Do" Values

- Participate actively where God is moving.
- Foster and maintain a safe and non-intimidating environment at the Christian Life Center for all ages to participate in positive active and/or passive leisure time activity.
- Administer programs to impact all ages in our community, understanding that the program alone will not make the impact, but rather Christ working through people in the program.
- Promote holistic health through physical, mental, and spiritual exercise.
- Witness the love of Christ through radical hospitality to the "strangers" in our midst. IN the book, *Practicing Our Faith*, Ana Maria Pineda writes, "IN the traditions shaped by the Bible, offering hospitality is a moral imperative. The expectation that God's people are people who will welcome strangers and treat them justly runs throughout the Bible. This expectation is not based on any special immunity to the dangers unknown people might present—far from it. Rather, it emerges from knowing the hospitality God has shown to us."



# General Information

## **Program Hours:**

- Monday-Tuesday 7:00am-8pm
- Wednesday 7:00am-5pm
- Thursday 7:00am-7pm
- Friday 7:00am-6pm
- Saturday-Sunday Closed
- Holiday Closings Closed on major national holidays; see notices in FUMC publications, on the church website & signs around the CLC

*Extra Note: There will be no school-age students admitted during school hours unless accompanied by a parent/legal guardian or otherwise approved by CLC staff.*

## **Entering & Exiting The CLC**

- Primary entrance and exit will be the main front entrance doors (these are the doors facing the sanctuary).
- The back-alley doors may be used only in the following instances:
  - Special Events
  - Emergencies
  - *There should be NO PARKING in the back alley on Wednesday mornings (the dumpster is emptied at some point before noon).*
- In the event of an emergency (which calls for an evacuation of the CLC) please use the nearest exit door to leave the facility. Do not use the elevator in the event of an emergency.

## **Check In / Check Out Procedure (Registration)**

1. When entering / exiting the CLC (for any reason other than Sundays Wednesday Nights, Group events and Recreation Leagues), everyone must check-in / check-out at the welcome desk; membership tags are required for check in/out.
2. If a membership tag is lost, a replacement fee of \$5.00 will be charged.
3. Group leaders are asked to check in and out with the Welcome Desk staff in order to ensure that groups are accounted for and any needs are met.

# Participation

## **General Information**

1. Participation in the CLC is open to everyone with the following area restrictions:
  - a. Fitness Room is only accessible to adults (as defined below)
  - b. Areas dedicated to exercise classes are only accessible to exercise participants when classes are in session.
  - c. Upstairs classrooms are only accessible to programmed classes and during special events.
2. Eligibility to participate will depend on the individual's willingness to abide by all policies and procedures.
3. All first-time guests are required to register at the welcome desk and are issued a membership tag.
4. Guests are required to provide legal name, birth date, home address, telephone number, email address and emergency contact information. All guest information will be confidential and will only be used in the event of an emergency. This information could be necessary for rescue squad personnel.
5. All participants must register their attendance by following the Check-In / Check-Out Procedures described on page 5.

## **FUMC Membership**

A participant who is considered a member has joined Fairhope United Methodist by profession of faith or transfer of membership.

## **Guests**

1. FUMC members are encouraged to invite guests to the CLC.
2. Visitors that are not members of FUMC, but are members of the CLC, will be identified as Guests.
3. Guests are subject to all CLC policies and procedures.

## **Visitors**

1. Visitors are individuals who are with outside groups, such as teams or spectators from other churches, groups, or clubs.
2. Visitors are the responsibility of the team or group with which they came.
3. Visitors are to stay in the particular area where their group is participating and are not allowed free access to the entire CLC. Visitors will not be permitted to use the Fitness Room.
4. Visiting groups wishing to utilize the CLC after normal business hours must be given permission by the Recreation Minister and follow the guidelines outlined under the section labeled "CLC Reservations".
5. Visitors must comply with all CLC policies and procedures.

## **Fitness Room Participants**

1. All Fitness Room Participants must be a registered member of the CLC.
2. Participants must be at least 14 years old to attain membership to the Fitness Room. Participants must be at least 16 years old to utilize the Fitness Room unsupervised. Participants under the age of 16 must be supervised by an adult of age 21 or older.
3. Fitness Room Participants must abide by the Fitness Room Guidelines. Please see section on Fitness Center Guidelines (page 10).

### **Fitness Class Participants**

1. All participants must be registered with the class instructor prior to beginning the class.
2. All participants (FUMC Members & Guests) must pay any required fees to the instructor of the class.
3. All participants must be 14 years old or older (unless otherwise designed for 13 and under).

### **Nursery/Childcare Room Participants**

1. All participants must register at the Welcome Desk.
2. CLC participants utilizing the childcare room must directly supervise their children.
3. The Childcare Room is available for ages 5 and under.

### **Seasonal League Participants**

1. All participants must register for leagues in the CLC Office with the assistance of the CLC staff.
2. Participants will pay a registration fee that will cover league entry and officials, if required. Fee must be paid prior to officially reserving a spot in the league.
3. Participants/Teams must be good representatives of FUMC (or their church) by their conduct, attitude, and dress.
4. Coaches will assume the responsibility for spiritual development of each player and for the group's behavior.
5. Participants must comply with all CLC policies and procedures.

# Facilities & Equipment

## CLC Office

1. The CLC Office and Welcome Desk areas is a specialized area. Only FUMC staff are allowed in these areas.
2. CLC Office hours are as follows:

	OPEN	CLOSED FOR LUNCH	CLOSE
MONDAY	10:00 AM	1:00PM - 2:00PM	4:00PM
TUESDAY	9:30 AM	1:00PM - 2:00PM	4:00PM
WEDNESDAY	10:00 AM	1:00PM - 2:00PM	3:00PM
THURSDAY	10:00 AM	1:00PM - 2:00PM	4:00PM
FRIDAY	9:30 AM		12:00PM
SATURDAY	CLOSED		
SUNDAY	CLOSED		

3. The CLC Welcome Desk is the “hub” of the entire CLC and is our primary information area. Questions concerning programs, facilities, or equipment can be answered in this area.
4. The welcome desk (separate from the CLC Office) is located at our primary entrance (east doors). Upon entering the CLC, everyone must sign-in at the welcome desk...and upon exiting the CLC, everyone must sign-out at the welcome desk.
5. Equipment must be issued from the CLC Welcome Desk.
6. First Aid supplies will be stored at the CLC Office. NO medications of any kind will be administered.

## Equipment Available At The CLC Office

1. Lap Counters for the track.
2. Keys for the lockers (day use only)-no items may be left overnight in lockers. Any items left will be collected each night and donated.
3. General recreation equipment for the game room, gym, and pickleball courts.
4. First Aid

*Note regarding equipment use: Equipment must be used for its intended purpose. Individuals or groups must pay for replacement of damaged, lost or destroyed equipment due to neglect or careless play. Arrangements for payment will be made with the Director of Recreation.*

## Snack Areas

1. Food and drink are to stay in the designated snack areas located at the following:
  - a. Area next to café on the first floor (Game Room).
  - b. Area next to café on the second floor (Loft One).
2. Tables and chairs located in the snack areas are not to be removed. Tables and chairs are to be used for their designated purposes.
3. Clean-up is required upon using either of the snack areas.

## Kitchen

1. Kitchen equipment and supplies are to remain in the kitchen at all times.
2. Clean up your mess. Large groups must take out their trash and replace trash can liners.
3. All kitchen equipment must be cleaned and returned to its proper place.
4. Ice scoops must be returned to the counter next to the ice machine. Do not leave scoops in ice machine.
5. Damaged kitchen equipment must be reported to the recreation office.



## **Parlor**

1. This room is designated for programmed events only.
2. Food and drink are allowed for programmed events.
3. Furniture located in the parlor is not to be removed. Furniture is to be used for their designated purposes.
4. A parlor reservation does not guarantee a complete closure of CLC programming. Please see section on CLC Reservations (page 11)
5. Groups/Individuals should contact the CLC Office to reserve this area.

## **Game Room**

1. Food and drink are permitted in this area.
2. Table game equipment is to be checked out at the CLC Office.
3. Please respect those persons around you while playing in the gameroom.
4. All game room equipment must be treated with respect as if it were your own.
5. Equipment must be used for its intended purpose. No sitting, leaning, or standing on game tables. Participants are responsible for damaged or lost equipment and must replace equipment.
6. If equipment is not being used properly, it will be the right of the recreation staff to revoke game room equipment privileges from individuals. Possible removal and/or restriction from the game room may accompany this action.
7. Furniture located in the Game Room area is not to be moved or removed. Furniture is to be used for their designated purposes.

## Fitness Room

1. Children under 14 years old are not allowed in the Fitness Room at anytime.
2. An adult of age 21 or older must supervise anyone 14-15 years old.
3. Participants under the age of 16 are not allowed to use the free weights.
4. While not required, it is **STRONGLY** suggested that participants see a physician prior to working out in the Fitness Room.
5. Return weights to the racks.
6. Please do not drop/bang free weights or machine weights.
7. Weight plates should never be leaned against wall/mirrors in the free weight area.
8. Please report any damaged or malfunctioning equipment to the CLC staff.
9. Be sure you have signed in at the welcome desk.
10. Do not share your membership card with anyone else.
11. Place clothes and gym bags in lockers located in locker room. Do not leave valuables unattended.
12. Keys for the lockers are available at the CLC Welcome Desk – we will require your keys for collateral. Lockers are for day use only.
13. Wipe down equipment when finished, “gym wipes” are provided in this area.
14. First come – First served on the fitness equipment.
15. Do not occupy equipment between exercises or sets.
16. Limit use of cardiovascular equipment to 30 minutes when others are clearly waiting.
17. Modest clothing as stated in the Dress & Behavior section (page 12) is required at all times.
18. Athletic shoes must be worn at all times. No “open-toed” shoes are allowed.
19. TV remote controls will be available in this area. Please return these to their proper areas when finished using them.
20. **Only water bottles with closing lids are allowed in the Fitness Room. No other food, drink, or gum allowed.**
21. **Failure to adhere to these policies could result in forfeiture of membership.**

## Walking / Jogging Track

1. All traffic will flow in one direction. Traffic will flow clockwise Monday, Wednesday & Friday, counter clockwise Tuesday & Thursday.
2. The rail side of the track is for walking. The wall side of the track is for jogging.
3. Individuals who are using strollers must use the rail side of the track and should be sensitive to joggers. At busy or peak times of the day, strollers are not permitted on the track. This will be at the discretion of the CLC staff.
4. Fellowship and conversation between walkers is encouraged. However, for the courtesy of others, please only walk in groups of two. Please do not walk side by side as a group of three as this may make it difficult for others to pass.
5. Sitting on or leaning over the railing or spectating is prohibited at all times.
6. Recreation equipment is not allowed on the track.
7. Absolutely nothing may be thrown to or from the track.
8. Only water bottles with closing lids are allowed in the Track area. No food, drink or gum is allowed on the track.
9. This is a conditioning track and no racing is permitted, but consideration should be given to faster walkers and joggers who wish to pass.
10. Children under the 6<sup>th</sup> grade are not allowed on the track at any time unless accompanied and clearly supervised by an adult.

## Adult Locker Rooms

1. For safety reasons, it is especially important that under-aged children be closely supervised by their responsible adult while in this area.
2. Lockers are available for day use. Keys are available at the CLC Office. No personal locks may be used. CLC staff will remove any personal locks left on lockers overnight and items found will be placed in the lost and found.
3. Any changing of clothing should be done in the shower areas with the door closed.
4. Check with CLC Staff for shower availability. Shower times vary based on daily programming schedules.
5. Participants should NOT leave valuables in an unsecured locker. The CLC is not responsible for lost, stolen, or damaged property.
6. Food, drinks, and gum are not allowed.
7. No horseplay allowed.
8. Please clean up after yourself. Clean any makeup or personal care products from the counter areas. Toiletries left in the locker room will be disposed of by CLC staff.

## Gym

1. Programmed activities will be given priority. For detailed gym schedule inquire at the CLC Office.
2. ALL Gym activities must be booked through the CLC Office, including Open Gym.
3. Only participants wearing tennis or rubber soled shoes will be allowed on the gym floor for recreation.
4. Modest clothing as stated in the Dress & Behavior section (page 12) is required at all times.
5. Gym equipment will be set up and operated by CLC staff or authorized personnel only, unless specific permission is granted otherwise.
6. No dunking allowed on any goals. Participants must not hang from goals.
7. Food, drinks, and gum are not allowed on the gym floor except for water with lids.
8. Absolutely nothing may be thrown from the gym floor to the walking / jogging track above or the track to the floor.
9. Personal equipment should be clearly marked. The CLC is not responsible for lost, stolen, or damaged property.

## Pickleball Courts

1. Reservations for the Pickleball court can be made at least 24 hours in advance by calling the CLC office.
2. Reservations are for one-hour periods only. Back to back reservations may be allowed depending upon availability.
3. Pickleball equipment must be checked out and set up by participants.
4. Only participants wearing tennis or rubber soled shoes will be allowed on the courts.
5. Racquets and balls are available at the CLC Office – we will require your keys for collateral.
6. **NO SLAMMING OR THROWING OF RACQUETS ON THE FLOOR OR WALLS!**
7. Children under the 6<sup>th</sup> grade must be accompanied by an adult while on the courts.

## Tot Room

1. This area is exclusively designed for children ages 2-5 years old.
2. Programmed childcare will be given priority over free play.
3. Groups and individuals using the area will be responsible for cleaning up after use.

## **Classrooms**

1. Classrooms may be reserved for various activities / meetings / trainings. Please see section on scheduling procedures (page 11).
2. All areas are to be cleaned after use.

## **Storage Areas**

1. The storage areas are closed and off limits at all times. No one is to enter the storage area without first having obtained permission from the CLC staff.
2. No individuals/groups may store items in any storage room unless permission is given by the Minister of Recreation.

## **Fellowship Hall**

1. Reservations for the Fellowship Hall can be made at least 24 hours in advance by calling the CLC office.
  2. This room is designated for programmed events only.
  3. Food and drink are allowed for programmed events.
  4. Tables and chairs located in the Fellowship Hall are not to be removed.
  5. A Fellowship Hall reservation does not guarantee a complete closure of CLC programming. Please see section on CLC Reservations (page 11)
  6. Groups/Individuals should contact the CLC Office to reserve this area.
  7. Recreation equipment is not allowed in the Fellowship Hall.
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# Reservations & Scheduling

## CLC Reservations

1. FUMC groups and outside groups may request to reserve specific areas of the CLC with the CLC Administrative Assistant through the CLC Office. All reservations will be coordinated with the existing church schedule.
  2. Each group must have a **contact person** or coordinator who handles the appropriate forms, fees, and ensures that the policies and guidelines are followed.
  3. A copy of the organization's Certificate of Insurance is required by FUMC. This document will be required before confirmation of reservation. In the event of a personal reservation separate from an organization, it is required that the group sign the CLC liability waiver upon confirmation.
  4. Requests for reservations by FUMC or outside groups (completed and signed rental reservation form) must be submitted for evaluation and approval by the Minister of Recreation. Upon approval, the deposit fee and completed agreement is required before confirmation of reservation.
  5. For rentals under \$200, a deposit of \$50.00 is required to secure the date and space in the CLC. For rentals of \$200 or more, a deposit of half of the total cost is required to secure the date and space. **If a deposit is not paid, the CLC reserves the right to give priority to another event on the same date/time requested with a paid deposit.**
  6. **Deposits must be paid within 10 business days after a Rental Request Form is submitted to secure the event.**
  7. All deposits paid will be considered part of the total rental fees.
  8. **The balance of the rental fees must be paid no later than two weeks prior to the event.**
  9. In the event of a reservation cancellation, please inform the CLC Office as soon as possible.
  10. Event cancellation policy:
    - 60 DAYS PRIOR TO EVENT: deposits/rental fees will be refunded IN FULL
    - 30 DAYS PRIOR TO EVENT: 50 PERCENT of deposits/rental fees will be refunded
    - 7 DAYS OR LESS PRIOR TO EVENT: registration fees will NOT BE REFUNDED
  11. Reservations made during regular operating hours do not guarantee exclusive use of the CLC.
  12. All programs or usage of the CLC requires the presence of an FUMC staff member.
  13. Groups/ persons making reservations are responsible for the programming and equipment needs for their particular event. *CLC staff will be happy to work with groups in providing suggestions for planning functions.*
  14. Groups/Individuals must ONLY use the areas that have been rented for their event.
  15. Staff persons with designated supply/equipment storage should return all of their equipment to its appropriate space. Please DO NOT stack material in areas that are not designated.
  16. All CLC equipment and furniture must be utilized in the nature that it was designed. All furniture must be picked up when moved. Do not drag on the floors.
  17. Do not nail anything to walls, or areas surrounding the stage. We suggest using 3M hooks for hanging items. They come in various sizes and are easily removable without damaging wall surfaces.
  18. Only use painter's tape to hang lighter items on the walls.
  19. Do not use duct tape for anything. Duct tape is not easily removable, generally leaves a residue and pulls paint and other coverings from floors and walls. If you are taping cords/wires on the floor, please only use a 2" painter's tape.
  20. In general, if something will likely leave permanent damage to a wall or any other surface, please use an alternative plan or seek CLC staff advice for a suggested alternative.
  21. Promptly removing all decorations and materials is required at the end of the meeting or event.
  22. No group or instructor may leave any items in the building overnight.
  23. The group or organization is responsible for seeing that the area of the CLC that was used is clean and trash emptied before they leave. For large events, a separate cleaning fee will be added to overall cost of rental.
  24. All groups must have adequate supervision. Each group must have a ratio of one adult (age 21 or older) to every ten youth / children.
  25. Each group will be held responsible for any damage to the building or equipment while being used by the group.
  26. All groups will be subject to all CLC policies and procedures, specifically taking note of the guidelines outlined for the area they use.
  27. All reservations will have a three (3) hour maximum time limit unless otherwise stated by CLC staff.
  28. Requests for specific equipment must be made in advance (denoted on the submitted reservation form).
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29. The following areas of the CLC are available for reservation, separately or in conjunction:
- |              |                    |
|--------------|--------------------|
| a. Gym       | f. Kitchen         |
| b. Game Room | g. The Attic       |
| c. Lofts     | h. Classrooms      |
| d. Parlor    | i. Fellowship Hall |
| e. Tot Room  | j. Fitness Room    |

*Note: Groups must comply with area regulations for the specific areas as well as entire CLC policies and procedures.*

30. The usage fees for reservations are listed in the Rental Fees booklet.

### **Supervision of Groups and Attendees**

The group contact/coordinator is responsible for maintaining proper conduct in the CLC and the surrounding campus.

All groups meeting in the CLC must ensure that the attendees and their guests remain with the group at all times and use only the rooms that are reserved for the meeting or event.

- ❖ During normal CLC operating hours, noise levels should be held to a minimum in order to reduce interference with the activities of other groups using the adjacent areas.
- ❖ Any music that is played for an event, whether through a DJ or otherwise, should be appropriate for a church setting. Music should not include any foul, lewd or inappropriate language at any time. Any music deemed inappropriate by church staff will be directed to cease immediately.
- ❖ Be mindful of all guidelines and conduct at all times.

*Group coordinators must review and comply with Fairhope United Methodist Church's Youth and Child Protection policy. Coordinators must abide by the child to adult ratio standards.*

**Failure to comply with any CLC Policies and Guidelines can result in future usage being denied.**



# Ethics & Liability

## Dress & Behavior

1. The CLC is used to glorify God and influence people for Jesus Christ. The programs and activities of the CLC are a ministry of Fairhope United Methodist Church to the body of Christ and others in our community. Participants should exhibit the character and values of Jesus Christ. Therefore, our speech, dress, and conduct should be an encouragement to those around us and never a hindrance or stumbling block.
2. Clothing: Appropriate clothing must be worn at all times. Appropriate shirts include shirts and tanks which have no inappropriate messages or logos that could be considered offensive. Shorts should be appropriate in length. Clothing with obscene or suggestive language will not be permitted. FUMC staff reserve the right to determine inappropriate clothing and request that articles be changed if necessary. Failure to do so may result in expulsion from the building.
3. Speech: We should seek to encourage one another. Degrading or negative remarks is not acceptable behavior. Profanity will not be tolerated.
4. Public display of affection is not acceptable behavior in the CLC.
5. Soliciting or pandering is NOT ALLOWED on campus at any time.

## Prohibited Items

1. These items are not allowed in the CLC: tobacco in any form, anything considered a weapon, any alcoholic beverage, controlled substances, or anything that would detract from a safe, Christian atmosphere.
2. Animals are not to be brought into the CLC unless otherwise stated by CLC staff. Dogs used in assistance of a disability will be permitted. Service animals must be leashed and maintained by the owner.

## Discipline

1. Willful violation of any policies or guidelines could lead to loss of eligibility to participate in the CLC or the forfeiture of any deposit towards building rental. Any required monies through a current CLC contract will remain payable in full.
2. Infractions will be handled as follows:
  - a. First Infraction: Warning and explanation of regulations.
  - b. Second Infraction: Second warning and reminder of regulations. Notification to parents (if a minor)
  - c. Third Infraction: One month's suspension and parent conference (if a minor)
3. A major infraction or minor infractions reaching stage three (3) will result in a written report turned in to the Minister of Recreation and/or immediate suspension by CLC staff in proxy for the Minister of Recreation. Parental notification for minor children will take place.
4. Anyone who is suspected of being under the influence of alcohol or drugs will be asked to leave the CLC immediately.
5. The Minister of Recreation and CLC staff will be responsible for the enforcement and interpretation of all policies and procedures of the CLC.
6. Any situations not specifically covered in this list of policies will be acted upon if and when the need arise, at the discretion of the Minister of Recreation and/or CLC staff.

## **Liability**

1. The use of the CLC facilities and all its equipment will be at the risk of the participant.
2. Fairhope United Methodist Church does not assume liability or responsibility for the health of or any injury to the user of the facility.
3. Fairhope United Methodist Church does not make any express or implied warranty of the premises, the equipment, machinery, fixtures or furniture. Without limiting the foregoing, FUMC makes no implied warranty of merchantability or implied warranty of fitness for a particular purpose.
4. Fairhope United Methodist Church will not be liable for personal property brought into the CLC. Lost and Found is located at the CLC Main Office. Lost items will be returned to the owner when requested and properly identified. Periodically, lost and found items will be discarded or donated to charity.
5. Participants are encouraged to consult their physician before participating in any physical activity offered at the CLC.



# Rental Fees

Rooms Available for Rent	Fees																				
<p style="text-align: center;"><b>Gym/Auditorium</b></p> <p>This is the largest room at the CLC. The multi-purpose floor contains a high school regulation sized basketball court (84' x 50'), as well as regulation lines and post inserts for one or two volleyball courts.</p> <p>An elevated stage area is available in the Gym offering auditorium style use for large gatherings such as dance recitals, pageants, concerts, banquets and conventions. The Gym is equipped with two large screens for projection and an excellent sound system for recorded or live audio. Stage lighting is also available.</p> <p>The Gym/Auditorium can seat approximately 500 people auditorium style and 300 banquet style. If rental chairs are utilized, seating could be 900-1000 people. Rental chairs are the responsibility and expense of the renter.</p>	<p style="text-align: center;"><b>\$425.00 per day</b> during regular CLC operating hours plus <b>\$25.00 per hour</b> for each hour used other than regular operating hours.</p> <p style="text-align: center;">Additional setup fees are required for rental.</p> <p style="text-align: center;">Please see <i>Additional Fees</i> section on page 18.</p>																				
<p style="text-align: center;"><b>Fellowship Hall</b></p> <p>The Fellowship Hall is the second largest room at the CLC and is generally used for large meetings and banquet events. There is a stage area, with a large screen for projection. Wireless projection is available. The Fellowship Hall is equipped for DVD video and cable television presentations, as well as voice and music audio options.</p> <p>There is a commercial kitchen adjoining the Fellowship Hall that may also be rented for preparation and cooking meals or as a holding station for catered meals.</p>	<p style="text-align: center;"><b>\$175.00 for 2 hours,</b>  <b>\$200.00 for 3 hours,</b>  <b>\$225.00 for 4 hours,</b>  <b>\$250.00 for 5 hours, etc.</b></p> <p style="text-align: center;">ALL rental blocks <i>include</i> time needed for decorating, and cleanup/break-down. Additional setup fees are required for rental. Please see <i>Additional Fees</i> section on page 18.</p>																				
<p style="text-align: center;"><b>Main Kitchen</b></p> <p>The Main Kitchen may be rented separately or combined with another room for food storage or preparation for events.</p> <p>The Main Kitchen is divided into two sections, one for preparation/storage and one for cooking.</p> <p>The Main Kitchen offers commercial grade equipment, including:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td style="padding: 2px;">Gas Ovens (2)</td> <td style="padding: 2px;">25" x 14"</td> </tr> <tr> <td style="padding: 2px;">Gas Stove Top</td> <td style="padding: 2px;">Ten - 12" x 12" burners</td> </tr> <tr> <td style="padding: 2px;">Convection Ovens (2)</td> <td style="padding: 2px;">27" x 19"</td> </tr> <tr> <td style="padding: 2px;">Refrigerator</td> <td style="padding: 2px;">48" x 54" storage space</td> </tr> <tr> <td style="padding: 2px;">Freezer</td> <td style="padding: 2px;">48" x 54" storage space</td> </tr> <tr> <td style="padding: 2px;">Ice Machine</td> <td style="padding: 2px;">*</td> </tr> <tr> <td style="padding: 2px;">Microwave</td> <td style="padding: 2px;">1100 watt</td> </tr> <tr> <td style="padding: 2px;">Heating Cabinet</td> <td style="padding: 2px;">55" x 22" with 17 shelves</td> </tr> <tr> <td style="padding: 2px;">Buffet Warming Tables (2)</td> <td style="padding: 2px;">Five pan inserts per table</td> </tr> <tr> <td style="padding: 2px;">Salad Bar Table</td> <td style="padding: 2px;">54" wide</td> </tr> </tbody> </table>	Gas Ovens (2)	25" x 14"	Gas Stove Top	Ten - 12" x 12" burners	Convection Ovens (2)	27" x 19"	Refrigerator	48" x 54" storage space	Freezer	48" x 54" storage space	Ice Machine	*	Microwave	1100 watt	Heating Cabinet	55" x 22" with 17 shelves	Buffet Warming Tables (2)	Five pan inserts per table	Salad Bar Table	54" wide	<p>For preparation and cooking, rental is <b>\$200.00 per day</b> during regular CLC operating hours plus <b>\$25.00 per hour</b> for each hour used other than regular operating hours (see top for operating hours).</p> <p>If the kitchen is needed as a holding space for catered meals, rental is <b>\$50.00 per day</b>.</p> <p style="text-align: center;"><i>For Main Kitchen rental, all equipment and surfaces MUST be well cleaned before leaving. Your deposit may be forfeited if kitchen is not cleaned</i></p>
Gas Ovens (2)	25" x 14"																				
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	<i>properly.</i>
<p style="text-align: center;"><b>The Parlor</b></p> <p>The Parlor is perfect for receptions or small gatherings. Elegant furnishings and décor provide a beautiful setting for formal events.</p>	<p><b>\$30.00 per hour</b> during regular CLC operating hours (see top for operating hours). If setup is needed, additional setup fees are required for rental. During after-hours, rental is \$50.00 for one hour, \$70.00 for two hours, \$90.00 for three hours, etc. Please see <i>Additional Fees</i> section on page 18.</p>
<p style="text-align: center;"><b>Game Room</b></p> <p>The Game Room area is located downstairs, adjacent to the Gym/Auditorium. This space may be used for birthday or team parties. The Game Room has two billiard tables, a Ping-Pong table, and a foosball table. There is also a wall-mounted 40" flat screen TV connected to local cable television service.</p> <p>A small café-style kitchen is connected to the Game Room and is equipped with a microwave/convection oven unit, a conventional oven, dishwasher, regular-sized refrigerator, and a double sink. A coffee bar is also available for an additional fee.</p>	<p><b>\$35.00 per hour</b> during regular CLC operating hours (see top for operating hours). During after-hours, rental is \$55.00 for one hour, \$75.00 for two hours, \$95.00 for three hours, etc.</p>
<p style="text-align: center;"><b>Classrooms</b></p> <p>Three classrooms are available upstairs that offer smaller spaces within a more isolated area of the CLC, thus reducing the noise from other activities and high traffic areas. All classrooms offer convenient access to restroom facilities.</p> <p>Classrooms may be set up with tables and chairs or lecture style with chairs only. Classrooms 2 &amp; 3 each provide a large 70" x 44" wall-mounted whiteboard. Classrooms 2 &amp; 3 may be rented as individual classrooms or combined to create one large classroom (2-room rental fees apply). TV/DVD units are available if needed.</p>	<p><b>\$25.00 per hour</b> during regular CLC operating hours (see top for operating hours). During after-hours, rental is \$45.00 for one hour, \$65.00 for two hours, \$85.00 for three hours, etc. If setup is needed, additional setup fees are required for rental. Please see <i>Additional Fees</i> section on page 18.</p>
<p style="text-align: center;"><b>The Attic</b></p> <p>The Attic provides a private space for small to medium-sized functions. The Attic has a carpeted floor with couches available. The room can also be set up for lectures or to view a DVD presentation. The Attic provides a large screen, a ceiling mounted projector and a surround sound stereo system that is excellent for viewing movies. There is also a raised stage available at the front of the Attic.</p>	<p><b>\$35.00 per hour</b> during regular CLC operating hours (see top for operating hours). During after-hours, rental is \$55.00 for one hour, \$75.00 for two hours, \$95.00 for three hours, etc. If setup is needed, additional setup fees are required for rental.</p>

<p style="text-align: center;"><b>Loft 1</b></p> <p>Loft 1 is located upstairs and provides space for medium sized parties or gatherings. Loft 1 has three mounted 40" flat screen TV's that are all connected to a local cable television service, or can be used to view DVD's. Loft 1 may be opened to connect with Lofts 2 and 3 to make one large space.</p> <p>A small café-style kitchen is connected to Loft 1 and equipped with a microwave/convection oven unit, a conventional oven, dishwasher, regular-sized refrigerator, and a double sink. A coffee bar is available for an additional fee. There is also a Coca-Cola fountain with an assortment of Coke beverage products that may be rented by request.</p>	<p><b>\$25.00 per hour</b> during regular CLC operating hours (see top for operating hours). During after-hours, rental is \$45.00 for one hour, \$65.00 for two hours, \$85.00 for three hours, etc. If setup is needed, additional setup fees are required for rental. Please see <i>Additional Fees</i> section on page 18.</p>
<p style="text-align: center;"><b>Loft 2</b></p> <p>Loft 2 is located upstairs and provides carpeted space for medium sized parties or gatherings. Loft 2 has a mounted 40" flat screen TV that is connected to a local cable television service. Loft 2 may be opened to connect with Lofts 1 and 3 to make one large space.</p>	<p><b>\$25.00 per hour</b> during regular CLC operating hours (see top for operating hours). During after-hours, rental is \$45.00 for one hour, \$65.00 for two hours, \$85.00 for three hours, etc. If setup is needed, additional setup fees are required for rental. Please see <i>Additional Fees</i> section on page 18.</p>
<p style="text-align: center;"><b>Loft 3</b></p> <p>Loft 3 is located upstairs and provides carpeted space for medium sized parties or gatherings. Loft 3 has a mounted 40" flat screen TV that is connected to a local cable television service. The room can be set up for lectures or to view a DVD presentation. Loft 3 also provides a large screen and a ceiling mounted projector. Loft 3 may be opened to connect with Lofts 1 and 2 to make one large space.</p>	<p><b>\$25.00 per hour</b> during regular CLC operating hours (see top for operating hours). During after-hours, rental is \$45.00 for one hour, \$65.00 for two hours, \$85.00 for three hours, etc. If setup is needed, additional setup fees are required for rental. Please see <i>Additional Fees</i> section on page 18.</p>

<b>Additional Fees</b>		
<b>Service</b>		<b>Fee</b>
Set-Up/Break Down	**Required	\$30.00 per hour
A/V Tech Person	**Upon Request	Fees set by A/V Coordinator
Custodial Services/Cleanup Fees	**Required	\$30.00 per hour
Coffee Bar		\$15.00 per hour

In addition to space, the CLC can provide the following amenities upon request:

TV & DVD carts  
 Projector  
 Projection Screen  
 Ice Machine

Piano  
 Podium  
 Microphones  
 Coolers  
 Game equipment for game room

# CLC Room Dimensions

## Gym/Auditorium:

Room	Size	Sq. Ft.	Ceiling	Banquet	Auditorium
Gym	104' x 70'	7280	25.5'	300	500
Stage	19' x 28'	530 +/-	9.5' (partial)	*	*

## Fellowship Hall:

Room	Size	Sq. Ft.	Ceiling	Banquet Seating	Auditorium Seating
Fellowship Hall	72' x 69'	4968	9' 9"	200-250	App. 300
Stage	8' x 18.5'	148	9.5'	*	*

## Parlor:

Room	Size	Sq. Ft.	Ceiling	Capacity
Parlor	30' x 18.5'	555	11.5'	App. 40

## Game Room:

Room	Size	Sq. Ft.	Ceiling	Capacity
Game Room	44' x 32'	1408	11.5'	App. 50-75

## Classrooms:

Room	Size	Sq. Ft.	Ceiling	Capacity
Class 2	18' x 17.5'	315	8'	App. 18-24
Class 3	25' x 17.5'	437	8'	App. 24-32
Class 4	14.5' x 19.5'	282	8'	App. 20-25
Class 2&3	44' x 17.5'	770	8'	App. 42-56

**The Attic:**

Room	Size	Sq. Ft.	Ceiling	Capacity
The Attic	25' x 24'	600	13'	App. 50-60
Stage	8' x 13'	104	13'	*

**Loft 1:**

Room	Size	Sq. Ft.	Ceiling	Capacity
Loft 1	23' x 25.5'	586	12'	App. 50-60

**Loft 2:**

Room	Size	Sq. Ft.	Ceiling	Capacity
Loft 2	23' x 25.5'	586	12'	App. 50-60

**Loft 3:**

Room	Size	Sq. Ft.	Ceiling	Capacity
Loft 3	29.5' x 25.5'	752	12'	App. 60-75

**Loft 1-3:**

Room	Size	Sq. Ft.	Ceiling	Capacity
Loft 1-3	76' x 25.5'	1,938	12'	App. 150-200