

Cleveland United Methodist Church

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Cleveland, Georgia 30528
706-865-2228



Event Handbook
July 2008

Cleveland United Methodist Church

Cleveland United Methodist Church is Here for You!

We are pleased that you have considered Cleveland Church for your event. Cleveland Church has a long tradition of opening her doors to the community. We hope to assist you in every way we can to ensure that your event is a success. To help ensure the success of your event, we offer the following information and suggestions.

Cleveland United Methodist Church's Facilities

The Cleveland United Methodist Church Sanctuary is capable of seating 200 people. The Fellowship Hall can seat 200 people. Cleveland's facility is equipped with 3 bathrooms (1 female and 1 male in the foyer and 1 located in the nursery). Sanctuary, Fellowship Hall, Kitchen, Choir Room, 2 Adult classrooms, 2 Children's classrooms, Nursery, Bathrooms, and Offices are located on the upper level. Eight classrooms are located on the lower level. A TV/VCR is available upon request. The kitchen is fully equipped and has an automatic dishwasher. Cleveland Church is also equipped with an elevator and the facility is completely accessible.

Cleveland United Methodist Church is a Holy Place!

The facilities of the Cleveland United Methodist Church have been erected and dedicated to the Glory of God and are for the express purpose of fulfilling God's mission and ministry. They are, therefore, set apart to serve certain needs of the community consistent with basic and accepted Christian principles.

The Sanctuary is a Holy place. It is a place where hungry souls come to hear God's redemptive words. It is a place where wounded souls come to be healed. It is a place where the people of God praise Him by singing their love songs to Him. With this in mind, the Sanctuary will be respected by your organization and guests. The Sanctuary is open to your organization for worship and prayer. Children will be supervised by a responsible adult at all times.

The Fellowship Hall, Kitchen, Offices, Bathrooms, Choir Room, Classrooms, and Grounds are all extensions of the Sanctuary. These are places where the life of the congregation is lived, ministry is planned and implemented. Each member of Cleveland's congregation has invested time, talent, and finances in building and maintaining the church's facilities. It is therefore imperative that the following rules and guidelines be observed.

Rules and Guidelines For the Use of Cleveland United Methodist Church

Unfortunately, not everyone who approaches Cleveland United Methodist Church for an event is as serious as we are about ensuring the success of your event and the respect and maintenance of our facility. In order to protect our relationship with your organization, these “Rules and Guidelines” are established and enforced. By following these Rules and Guidelines, you will have our professional support, experience a successful event, and help assure your organization, as well as others, a continued resource in Cleveland United Methodist Church. It is the responsibility of the organization representative to ensure that these Rules and Guidelines are adhered to.

Responsible adult supervision must be with the group at all times when the building or facilities are in use. Children, when leaving a designated event area, must be escorted and supervised by a responsible adult (bathrooms, water fountain, etc.).

The Church’s Fellowship Hall tables vary in length from 6’ to 8’. Tables and chairs are for indoor use only and must remain at the Church. Cleveland Church does not loan tables and chairs to anyone for any reason.

The arrangement of tables and chairs will not be provided by our custodial service or staff.

Guests must furnish their own food, table covers, paper products, and decorating materials but are welcome to use Cleveland’s cooking utensils, silver and glassware. Stove, microwave, coffee maker, and refrigerator are provided. There is an automatic dishwasher. If the kitchen is utilized, the entire facility must be thoroughly cleaned. This rule applies to pots, pans, utensils, sink, counter tops, appliances, floors, etc.

Smoking is prohibited inside the facility. Containers are located outside the facility at major exits for your convenience. Please do not throw cigarette butts on the ground or in the shrubbery.

Alcoholic beverages and drugs are prohibited on Church property. No person under the influence of alcohol or drugs will be permitted to participate or remain on Church property.

When leaving the facility, all doors leading outside must be closed, lights must be turned off, and heat or air conditioning turned off.

Bathrooms must be checked for cleanliness and lights turned off after each event.

The Chancel area is a very special place to the Christians who worship at Cleveland. The Baptism Font, the Pulpit, the Communion Table, the Paraments and Banners all “talk” Christianity, are symbols of the Church, and communicate by their presence specific aspects of Christian worship. When the Sanctuary is utilized, the Chancel furniture may not be moved or covered in any way. No objects will be placed on or in front of the Cross. The paraments will remain the color of the season unless otherwise requested.

No tacks, tape, nails, wire or staples may be used to affix decorations to any of the furniture, ceiling or floor. The use of “ties” or “clips” is acceptable. No bare, metallic clips please, only metal clips with plastic protectors. The organization renting the facility is responsible for all damages.

Only “dripless candles” and snuffers are to be used and carpet protectors must be placed under any candle arrangement to protect the carpet. Cleveland UMC is not equipped to provide carpet protectors. These can be provided by a local florist.

Florists and caterers must decorate at times suitable to the schedule of Cleveland UMC and must adhere to the policies of the Church. All decorations and equipment must be removed the day of the event.

Cleveland UMC will not be held liable for any professional or personal items (including money) left, lost, stolen or damaged on Church property. Guests have the responsibility for the safe keeping of their personal items.

Food and drinks are allowed only in the Fellowship Hall and are not allowed in the Sanctuary.



About Scheduling

Establishing a schedule is most important since so many different people are involved. Here are some necessary steps if you are going to use Cleveland United Methodist Church:

1. Contact the Church Office at 706-865-2228 and acquire a current copy of the ***“Event Handbook”***. The onsite representative (person supervising the event on location) should read the handbook carefully and completely and be familiar with the Rules and Guidelines.
2. If the Rules and Guidelines are acceptable to you, contact the Church Office and make an appointment. Office hours are Monday through Friday from 9am to 5pm.
3. Establish the date and time of the event with the Church Secretary by completing the “Event Contract” and make the necessary financial commitments. A security deposit to cover cleaning and damage is required for all groups. At this point, the organization representative must make the necessary Security Deposit of \$25. By making this deposit, the organization is assured that the dates and times are “locked in” on the Church’s calendar and reserved only for them. Until the necessary deposit is made, the dates and times are still open to other groups. Please make your check payable to **Cleveland United Methodist Church** and mark it “Security Deposit”. The “Security Deposit Fee” will be returned if the “Rules and Guidelines” are followed, the facility is left clean, and if no damage is done to the buildings, grounds

or equipment. If the organization chooses to cancel their plans to use the Cleveland Church after the dates have been “locked in”, all funds paid will be returned.

4. Two weeks prior to the event, the balance of the fees is due in the Church Office.
5. Members are encouraged to make an honorarium to the Church for personal event use of the facilities.



Who May Use Cleveland United Methodist Church's Buildings and Facilities?

Cleveland United Methodist Church groups may use the facilities as part of the ministry of the Church. This includes those groups, work areas, and committees recognized and supported by the Administrative Board of the Church. The Church Office maintains the reservation calendar.

Other United Methodist groups outside of Cleveland's immediate congregation may be allowed. Cleveland Church is part of the United Methodist *connection* and as such recognizes her obligation to sister churches who may have a need for her facilities. Use by other United Methodist Churches and organizations is welcome without charge as availability permits.

Other denominations and ecumenical groups approved by the Minister after a formal written request is received. If approved, potential fees will be assessed by the Administrative Board based on the type of use of the facilities.

Approved community, social, civic, service, educational, professional and charitable groups or individuals will also be allowed use of the facilities. These groups will be charged a “usage fee” to help defray the cost of utilities.

- - Fee Schedule - -

Security Deposit	\$25.00
Key Deposit	\$15.00
Fellowship Hall (No kitchen use)	\$50.00
Fellowship Hall (With kitchen use)	\$75.00