

Family Life Center (Gym)

Quick Reference and Guidelines for Sharing Church Space

Introduction

The Family Life Center (FLC) is available to church ministries, members, and others in the community. This is a large, multi-purpose space that is designed with four primary purposes: as a gymnasium and recreation center, as a worship space, as a venue for concerts and large meetings, and as a banquet facility.

The following guidelines have been formulated to help us manage this space in partnership with all the various users of these spaces. Thank you for your attentiveness to these guidelines.

Requirements for Using the FLC

- Completion of a room reservation form
- Completion of any orientation requirements of the Facilities Use Policies
- Payment of any fees required by the Facilities Use Policies, including the payment of fees for sound operators (may be required for FLC events) or video operators.
- Completion of a Building Use Agreement for external and partner users (may also be required for some Internal Ministry events)
- Adherence to all applicable JCUMC policies and guidelines, including the Facilities Use Policy and Safe Sanctuary Policy.
- The church grounds are alcohol-free and the buildings are alcohol and smoke-free. If alcohol is present on the premises, the church reserves the authority to cancel all reservations and activities without recourse to the user.

Scheduling the Room

Please submit a room request for the FLC to the Scheduling Coordinator using the online Room/Resource Reservation Form as soon as possible when you need the room. Because of the volume of groups using JCUMC facilities, we may not be able to honor all requests.

The Scheduling Coordinator will review all FLC reservations with the Recreation Department in order to ensure suitability of scheduled events for the space and time, the availability of necessary support personnel, and coordination of other events in the space.

FLC Characteristics

The Sanctuary is a large, gymnasium-style room with seating for approximately 500 people in an auditorium configuration and approximately 250 people in banquet configuration.

Seating is provided by moveable upholstered chairs. Both round and rectangular tables are available to accommodate banquet configurations.

Along one of the longest walls is a large stage area that has limited configurability for seating, musicians, theater performances, and other needs. Because the FLC is used weekly for worship services, certain worship furnishings and musical instruments may not be removed from the stage area without coordination through the Department of Music and Worship.

The FLC features a flexible PA system that can be used for speakers, small bands, and vocalists. The FLC also features a large projection screen and ceiling-mounted DLA projector with HDMI connectivity. Use of the PA system or projection system requires training by an approved technician. You may also schedule an operator to be present at your event. Training and operators are scheduled through the Department of Music and Worship.

The FLC includes a small lobby area with a reception desk and room for additional table displays. Near the FLC are several classrooms that may be available to your groups, but these must be scheduled independently. Additionally, a full-sized commercial kitchen is adjacent to the FLC, which must also be scheduled separately.

The FLC is typically available for use between 8:00 AM and 9:00 PM. Other times may be reserved in consultation with the Church Business Administrator.

Care for Your Shared Space

The following guidelines are specific to the use of the FLC. Thank you for your cooperation.

- Clean up after yourself. Put trash in trash receptacles. If you have placed food waste in a trash can, please remove the bag and place it in the dumpster at the west end of the campus.
- If you have not arranged to use the stage as part of your event, there may be musical instruments and worship furnishings on the stage. Please do not touch the musical instruments or move the worship furniture.
- Be respectful of other groups. We have a busy church and together we can do amazing ministry!
- Do not move furniture or equipment from other rooms into the FLC or vice versa.
- Do not touch the musical instruments, PA system, or projection system unless you have been trained and authorized to operate them.

- Sporting activities always involve risks of bodily injury. If you will be using the FLC for recreation or sports events, you and your guests agree to assume all risks.

General Guidelines

The following guidelines apply to all areas of the facility and all types of users. Thank you for your cooperation.

Child protection and Adult Supervision

No one age 18 and under is permitted to use the building and grounds unless they are under the care of a parent or guardian, or have adequate adult supervision under the terms of the Safe Sanctuary Policy.

Alcoholic Beverages

Alcoholic beverages are not permitted to be consumed on church premises under any circumstances.

Smoking and the use of tobacco products

Smoking and the use of tobacco products is prohibited inside buildings or anywhere on the church grounds except in designated smoking areas.

Political advertising

Political parties may not attach or display political advertising on any part of the church property.

Decorations and Furnishings

The use of decorations, the changing of furniture, attachment of materials to walls, and acts of a similar nature shall be done only with the advice and consent of the Office Finance and Administration.

Parking Lots

The parking lots around JCUMC are provided as a convenience for all facility users. Space availability is on a first-come basis and cannot be guaranteed. Parking spaces or areas will not be roped off, marked, or otherwise restricted except by the express written permission of the Office of Finance and Administration. Users, their agents, and their guests use the parking lot at their own risk.

Removal of equipment and resources from church property

Church equipment is not to be loaned or otherwise removed outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the Office of Finance and Administration.

Breakage and Damage to Church Property

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. We know that accidents happen, but when an outside person or group causes damage, breakage, or soilage that, in the judgment of the Church Administrator, is beyond normal wear and tear associated with responsible use, the outside person or group will be responsible for paying costs incurred by the church in cleaning, repairing, or replacing affected parts of the building, its furnishings, and/or its equipment. We know that accidents happen with church members and teams, too. Internal Ministry users will report damage to the Church Administrator, who will coordinate repair, replacement, or cleaning. Members are welcomed to make a contribution toward repair, replacement, or cleaning when when they believe that damage may have been caused by their own carelessness or negligence.