

Robbins Christian Life Center Request Form

(Fill out online at Connecthvilleumc.org)

Name/Group: _____

Street Address: _____

City/State/Zip: _____

Cell Phone: _____

E-Mail: _____

Date (s) requested: _____

Start time: _____ End Time: _____

Number of attendees: _____

Purpose of Event:

Will you be serving food? YES NO

Will you be needing Tables? YES NO

How Many? _____

Would you like set-up/tear-down? YES NO

Church Members Only

Custodial Service: YES NO

Please list any special requests:

Please sign/date below indicating that you understand the policy as it is written, and that your deposit will be returned pending and damages or excessive cleaning fees incurred.

Signature: _____

Date: _____

RCLC USE FEES

Community Groups

Deposit: There is a \$250 fully *refundable* Cash/Check deposit for RCLC use.

*Pending any damages to the space.

RCLC use, includes custodial fee:

1-4 hours \$125 5-8 hours \$200

Kitchen use: \$25 if food or beverage is served at the event.

Please place trash in the dumpster located in the church parking lot.

****Table set-up/tear-down: \$2/per table**

Church Members

Deposit: There is a \$250 fully *refundable* Cash/Check deposit for RCLC use.

*Pending any damages to the space.

RCLC use: \$25

Kitchen use: \$25 additional if serving food or beverage at the event.

Trash removal and kitchen cleanup by individual reserving the space. Please leave condition of RCLC as you found it.

Cleanup: HUMC can provide custodial service for your event if you choose to make use of these services, you will be charged at a rate of \$15.50 per hour.

****Table set-up/tear-down: \$2/per table**

Athletic Use

\$20 per hour (minimum of 1 hour)

Harrisonville United Methodist Church (HUMC)

2600 E. Mechanic St.

PO Box 567

Harrisonville, MO 64701

Phone: 816.380.3424

Web: www.connecthvilleumc.org

Email: harrisonvilleumc.office@gmail.com



Harrisonville United Methodist Church



Robbins Christian Life Center (RCLC) Policy

Welcome to the Robbins Christian Life Center (RCLC)! To help make your event a great experience, please review our policy carefully. For any questions you may have, please contact the office at 816.380.3424 or email at harrisonvilleumc.office@gmail.com.

We will respond to all messages and emails during normal business hours.

Monday-Thursday 9a-2p



Church Programming:

Members of HUMC and their families, HUMC youth groups, UFW, UMM, HUMC organizations.

As a general rule, the kitchen will be available to church groups.

HUMC members may reserve the RCLC for family functions at specified times upon approval of the office administrator.

Individuals or groups who are not members of HUMC may request to use the RCLC.

Reservations/Requests to use the RCLC cannot be guaranteed prior to 90 days of the proposed event. Once a date has been approved on the calendar, the HUMC member or community member will be notified and a deposit will be required to hold the date. Please see FEES.

Check with the office administrator if you will need to set up on the evening prior to the event. Include set up and tear down time when calculating hours of use.

GUIDELINES FOR USE

Individuals or groups using the RCLC are asked to remain in the area defined by the RCLC and the adjoining hallway and restrooms to the south of the double doors.

Helium balloons are prohibited due to the design of the smoke alarm.

Children must be supervised by no less than two adults at all times and are to remain in the designated area.

The RCLC and kitchen, if used, must be returned to their original condition after use. There is a dumpster on the property and trash should be placed there.

HUMC and the RCLC are smoke-free, drug-free areas, and alcoholic beverages are prohibited. Gambling or games of chance are not permitted.

Any breakage or damage by careless or negligent use must be paid for by the individual or group responsible for the damage.

The supervising host/s of a scheduled event has the responsibility and authority to allow or disallow guests.

HUMC is a Safe Gatherings facility; therefore, no children or youth through senior high level are permitted in the RCLC unless accompanied by two or more adults.

In case of injury or illness, contact 911 to request emergency personnel.

HUMC may not be held responsible for injuries incurred during unsupervised activities.

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HEATING/COOLING/LIGHTS

The heating and air conditioning units will be pre-adjusted only by authorized personnel. Turn off all lights when leaving the RCLC and the designated facility area.

ATHLETIC USE:

The RCLC may be rented by a community group for practice of volleyball or half-court basketball by the hour.

Cost: \$20/hr (1 hr min.)

**Other sports and activities are prohibited unless approved in advance by the Church Board.

CUSTODIAL SERVICES:

The custodial service covered in the rental fee or the option to purchase as a member covers, sweeping, mopping, vacuuming, and bathroom cleaning after the event. It does not cover trash removal and basic wiping of surfaces. It is our expectation that the host will take care of the basics.

We look forward to providing you a great space for your next family event or group activity. Please do not hesitate to contact us with any questions.

FACILITY SPECIFICATIONS

Seating Capacity: 150

Room Dimensions: 48 x 72 feet

Round table size: 5ft diameter/28in height

CHURCH FUNCTIONS

There are no fees charged for events sponsored by the church.

There are no fees for church member family funeral dinners.