

RCLC Request Form

Name: _____

Street Address: _____

City: _____

State: _____ Zip Code: _____

Day phone: _____

Cell phone: _____

E-mail: _____

Date (s) requested: _____

Start time: _____ End time: _____

Number of people expected: _____

Purpose of event: _____

Will you be serving food? YES NO

Will you be needing custodial services? YES NO

Please list preliminary or final set-up requests:

(Tables and chair arrangements, serving tables, etc.)

Fees

Community Groups

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

**Pending any damages to the room (s) rented.

RCLC use: 1—4 hours \$125*
 5—8 hours \$200*

*Includes custodial fee

Kitchen use: \$25 if food is served at event

Church Members

Deposit: There is a \$250 fully refundable** cash or check deposit for RCLC use.

**Pending any damages to the room (s) rented.

RCLC use: \$25 (no food or beverages served at event)

\$50 (if food is served at event), includes cleanup.

Cleanup:

HUMC can provide custodial services for your event. If you choose to make use of these services, you will be charged at a rate of \$15.50 per hour and \$2 per table for set-up and tear-down.

Wedding Receptions

Custodial fees will be charged at a rate of \$15.50 per hour and \$2 per table for set-up and tear-down.

Church Functions

There are no fees charged for events sponsored by the church and listed in the newsletter/bulletin.

There is no charge for funeral dinners.



Robbins Christian Life Center (RCLC) Policy



Welcome to the Robbins Christian Life Center! 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 from 8 am to 5 pm Monday—Friday.

Use of RCLC

Church programming:

Members of Harrisonville United Methodist Church (HUMC) and their families, Latch Key program, HUMC youth groups, UMW, UMM, HUMC organizations.

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

*HUMC members may reserve the facility for family functions at specified times upon approval of 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.

Check with office administrator if you will need to set up on the evening prior to the event.

Facility Specifications

Seating capacity: 150

Room dimensions: 48 x 72 feet

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.

The HUMC and RCLC are smoke-free and drug-free areas.

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 Sanctuary 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.

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 per hour (minimum of 1 hour)

Raquetball, soccer, tennis, handball and related activities are prohibited.

Contact Information

Office: 816.380.3424

Email: cwillis@hvilleumc.org

Harrisonville United Methodist Church
2600 East Mechanic
P.O. Box 567
Harrisonville, MO 64701