

# FACILITY USE POLICIES

## GRACE UNITED METHODIST CHURCH



The members of Grace United Methodist Church are committed to serving the needs of our community by making our facilities available to church & non-church sponsored groups whose purpose is not in conflict with our call to be Christ-like in the world. In order to fulfill this mission, we have adopted the following guidelines and fee schedule for the use of our facilities:

1. Facility space can be reserved no earlier than 21 days or later than 7 days prior to intended use for meetings without Trustee approval. **Weddings for non-members** may be placed on the church calendar no sooner than thirty (30) days in advance.
2. Regular weekly meetings by non-church sponsored groups must be reviewed and approved by the Church Staff before being placed on the Church calendar.
3. Non-church sponsored groups are not allowed to use the facility for parties and/or dances.
4. Evening functions must conclude by 10:30 p.m.
5. The adult leader(s) of the group will be considered the party responsible for the Church while the group is using the facility. A Facility Usage Agreement must be signed and returned to the church office prior to the event.
6. Facility use by groups sponsoring money-making projects is not allowed; regular service clubs may be exempt from this rule if they receive prior Trustee approval.
7. **NO ALCOHOL OR OTHER DRUGS** will be allowed on Church property.
8. **NO SMOKING** will be allowed in any area of the Church facilities.
9. We encourage the use of apple juice or clear liquids to avoid carpet staining. *NO RED* punch, no red kool-aid, nor other red beverage is allowed inside the Church facility due to carpet stains.
10. Persons wishing to rehearse or practice on the organ or piano must first receive the permission of our Church organist/pianist or Music Director. Such rehearsals must occur during office hours (9:00 a.m. - 4:00 p.m., Mon.-Thur.).
11. Approval by a Church Staff member must be granted before any non-church or church sponsored groups will be allowed to remove **any** Church property from the facilities.
12. A pre-paid deposit and fee is required for use of the facilities by all non-church related groups. Fees include the total time for preparation, presentation, and clean-up by the group (fee schedule follows on page 2). Arrangements for payments of deposits and fees can be made through the Church Office. Fees are refundable up to five (5) business days prior to the scheduled event. All payments not forfeited will be returned by mail within five (5) business days of being notified of the cancellation of an event.
13. There will be no admittance given before payment of fees is made. Fee payment must be received during normal working hours: 9 a.m. to 3:00 p.m., Monday through Thursday and Fridays 9 a.m. to 12 p.m. (holidays excluded). Payment of one-half of the total of facility fee & additional fees, plus the entire security deposit, is required to place an event on the Church Calendar.

13. Church-sponsored groups are subject to these policies but are not required to pay fees/deposits.
14. Saturday meetings are discouraged because of the hardship on the Custodian. If a Saturday meeting must be scheduled, it must be concluded by 2:00 p.m. Exceptions must be approved by the staff and/or the Board of Trustees. Functions that end after that time will incur added fees.
15. When the kitchen is used, clean-up is the responsibility of the group. The Custodian is **not** responsible for washing dishes or cleaning up the kitchen. A checklist for facility and kitchen clean-up/close down is attached.
16. **Fees do not include arrangement, set-up, or take down by staff.** Groups will be responsible for setting up, taking setting taking down tables and chairs, and restoring furniture and equipment to the original position. Furnishings may not be moved from one area of the building to another (i.e., classes to Fellowship Hall) without prior approval. **Altar furnishings must remain *in* their position as is.**
17. Any facility use requests not covered by this policy may be submitted in writing to the Board of Trustees.
18. **The event will be placed on the Church calendar only when the Church Office receives the signed copy of the attached Agreement and the total deposit amount plus one-half of the facility fee listed. Remaining facility fees must be received in the Church Office (between 9 am-3 pm, M-T or 9am- 12pm, F) at least five (5) business days prior to the event.**

### Half-Day Fees for Facility Use by Non-Church Sponsored Groups:

*[Half day is defined as up to 4 hours, morning, afternoon, or evening]*

	<u>Facility Fee</u>	<u>Plus a Security Deposit</u>
Room 109 (seats about 75 people at chairs) & Rest Room access	\$ 50.00	\$ 50.00
Room 109 (seats about 50 at tables) & Rest Room & Kitchen access	\$ 200.00	\$ 200.00
Fellowship Hall (seats about 375*) & Rest Room access	\$ 225.00	\$ 225.00
Fellowship Hall (seats about 375*) & Rest Room & Kitchen access	\$ 250.00	\$ 250.00
Additional fee for Video Projector & Grace UMC Trained Tech required to operate	\$ 125.00	NA
Additional fee for Microphone & Podium set-up	\$ 75.00	NA
Additional fee for TV/VCR set-up	\$ 50.00	NA
†Additional fee for Nursery Room use - with adjoining bathroom (cost per room)	\$ 70.00	\$ 35.00
Additional fee for use of Classrooms (cost per room)	\$ 35.00	\$ 15.00

*\*seats about 300-325 at tables*

*†Requires a Certified Childcare Provider(s) through Church; hourly rates will be added.*

**Full-Day Fees for Facility Use by Non-Church Sponsored Groups:**

*[Full day is defined as more than 4 hours, but less than 12 hours]*

	<u>Facility Fee</u>	<u>Plus a Security Deposit</u>
Room 109 (seats about 75 people at chairs) & Rest Room access	\$ 150.00	\$ 75.00
Room 109 (seats about 50 at tables) & Rest Room & Kitchen access	\$ 350.00	\$ 150.00
Fellowship Hall (seats about 375*) & Rest Room access	\$ 350.00	\$ 175.00
Fellowship Hall (seats about 375*) & Rest Room & Kitchen access	\$ 400.00	\$ 200.00
Additional fee for Video Projector use & Grace UMC Trained Tech required to operate	\$ 250.00	NA
Additional fee for Microphone & Podium set-up	\$ 50.00	NA
Additional fee for TV/VCR set-up	\$ 75.00	NA
†Additional fee for Nursery Room use - with adjoining bathroom (cost per room)	\$ 150.00	\$ 50.00
Additional fee for use of Classrooms (cost per room)	\$ 70.00	\$ 35.00

*\*seats about 300-325 at tables*

*†Requires a Certified Childcare Provider(s) through Church; hourly rates will be added.*

**Wedding Fees for Non-Members**

	<u>Fee</u>	<u>Deposit</u>
Small wedding, <i>without rehearsal or reception</i> Wedding with rehearsal, <b>no</b> reception, access to two classrooms/dressing rooms, w/rest room	\$250 \$425	\$ 75.00 \$ 150.00
Wedding with rehearsal and reception	\$475	\$ 150.00
Wedding with rehearsal, reception, access to two classrooms/dressing rooms, w/rest room	\$525	\$200.00

*The "Wedding Policy" lists the following additional fees:*

Grace UMC Pastor Honorarium. <i>(Required for Grace Pastor's counseling sessions, rehearsal &amp; wedding)</i>	\$130.00	
Grace UMC Organist/Pianist fee for practice, rehearsal, and wedding. <i>(When music is provided by our organist/pianist)</i>	\$100.00 \$75.00	

**An additional \$25 for functions lasting after 6:00 PM on Saturday.**

	<b><u>Fee</u></b>
per day fee for storage of wedding items flower arrangements, candleabras, etc.	\$25.00
Grace UMC Wedding Coordinator. (Use of Grace UMC Coordinator is REQUIRED by our Trustees)	\$200
Administrative Fee (arrangements for music, sound, wedding coordinator, custodian, etc.)	\$25.00
Grace UMC Trained Sound Operator, if needed. (Required should you use tapes/CD's, or the sound system.)	\$125
*Grace UMC Custodian preparation & clean	\$175

\*Required for all events no exceptions

**Fee**

## FACILITIES CHECKLIST

**These are your responsibilities. The Custodian does not do them for you.**

Before you leave, please check the following:

Was action taken?	YES	NO	N/A
Dishes washed, dried, and put away			
Counter tops washed off			
Stove top and ovens cleaned (spills, crumbs, etc.)			
Sinks left clean			
Coffeepots emptied and washed			
Appliances turned off, cleaned, and covered			
Leftovers REMOVED			
Paper table cloths disposed of			
Wet towels hung on the drying rack			
Trash bagged, tied, taken to dumpster			
Trash liners replaced			
Tile swept			
Mops/brooms/dust pans/buckets returned to the custodian's closet			
Floor vacuumed and cleared of trash			
Materials/supplies cleared and put away			
Thermostats returned to previous economical setting			
Key to facility returned to Office wallbox or in your possession			
Lights Off! ALL EXIT DOORS LOCKED!			

**FACILITY USE POLICIES**  
**Grace United Methodist Church**

*Please complete, sign, and return this agreement with total deposit plus one-half facility fee required. This will reserve your event on the Church Calendar.*

\_\_\_\_\_Member      \_\_\_\_\_Non-Member      \_\_\_\_\_Non-Profit

Name of individual/organization \_\_\_\_\_

Contact person responsible \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone \_\_\_\_\_

Date Facility Requested \_\_\_\_\_

Time requested FROM \_\_\_\_\_ TO \_\_\_\_\_

(Set-up, decorating, clean-up time needs to be included in the anticipated time requested & the facility fee.)

Area(s) of Facility requested \_\_\_\_\_

Type of Event \_\_\_\_\_

Number of Attendees expected \_\_\_\_\_ (Number of attendees cannot exceed fire rating.)

I have received and read the FACILITY USE POLICIES and agree to abide by all guidelines.  
I have submitted the security deposit plus one-half the facility fee required with this agreement.  
I understand the balance of the facility fee is to be paid at least five (5) business days prior to the event.

I understand failure to leave the facilities as clean as found, or damage found to Church property in my care during this event, will result in the forfeiture of my security deposit. In the event the deposit does not cover the damage, I agree to pay for the difference.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*FOR OFFICE USE ONLY*

Total facility fee: \$ \_\_\_\_\_

Paid to date: \$ \_\_\_\_\_

Balance due: \$ \_\_\_\_\_ by date: \_\_\_\_\_

Policies sent: \_\_\_\_\_

List of pastors/coord/operators sent: \_\_\_\_\_