

FIRST UNITED METHODIST CHURCH

BUILDING & GROUNDS USE

First United Methodist Church of Monroeville hopes that our facilities and staff will be of use to you. This policy will guide you in using our buildings. (For weddings, we have separate policies and guidelines. We require you to meet with our wedding coordinator, our pastor and our musician(s) separately.)

- **Church Programs/Staff, then Church Members** have priority in scheduling events. Outside groups may be permitted to use the facilities when their purpose is not in conflict with the church's goals and values. The buildings and grounds of First UMC are dedicated to God for the sacred purpose of worship, education, fellowship, and service to the community. Please help us keep the facilities dignified and beautiful by observing these rules and guidelines. No partisan political activities and no outside/commercial money-making projects will be allowed.
- **Scheduling** - The Church Business Manager maintains our church calendar. Regular church services or activities will not be changed. Most other dates are "first come, first served." An advance security deposit of \$50 for members and non members is required to reserve any of the church's facilities. There will also be a cleaning fee of \$100 for members and non members. Checks should be made payable to "FUMC."
- **Key(s)** to the building must be obtained in advance from the church office between 9 a.m. and 1 p.m., Monday through Thursday and should be returned promptly as directed.
- **No alcoholic beverages** of any kind are allowed on the premises.
- **Smoking** is not permitted inside the buildings or near the entrances.
- **The Church Sanctuary** is a sacred place; no food or drinks are allowed!
- **Damage and Liability:** The user is responsible for any damages or breakages. No tacks, nails, pins, screws, or tape which might deface the furnishings or walls may be used. Bulletin boards or tack strips are available in many rooms and hallways; however, permission to remove anything from the walls and bulletin boards must be obtained in the Church Office. Non-flammable material must be used under candles or liquids to protect floors and carpets. Dripless candles are required. The church is NOT responsible for your lost valuable. Due the expense of the sound equipment in Wesley Hall, we require an authorized person from the church to operate the sound system. The fee for the use of the sound system is \$50. The church is NOT responsible for damage done to the sound system by unauthorized users!
- **Furniture:** NO sanctuary furniture may be moved without the permission of the pastor. Generally, furniture should not be moved from room to room. Any/all rooms used should be restored to their original set-up. None of the furnishings, dishes, or equipment should ever leave the premises. The church does not provide room set-ups, table cloths, or other linens.
- **Borrowing:** We occasionally loan chairs and/or tables from Norman Barnett Hall—NEVER from Wesley Hall. Permission/authorization for this should be obtained through the Church Office.

FIRST UMC USAGE FEES

Please remember, we do not “rent” the church. These fees cover the cost of utilities, custodial service, and “wear & tear” of usage.

Usage Fees are Per Day

SANCTUARY (*seating capacity = 200*)

Members - \$100

Non-Members - \$175

SMALL CHAPEL (*seating capacity = 80*)

Members - \$75

Non-Members - \$125

NORMAN BARNETT HALL with or without kitchen privileges (*capacity = 80*)

Members - FREE

Non-Members - \$125

WESLEY HALL (*max dinner capacity = 150*)

Members - \$125 (Use of the sound system is \$50)

Non-Members - \$200 (Use of the sound system is \$50)

WESLEY HALL WITH KITCHEN PRIVILEGES

Members - \$175 (Use of the sound system is \$50)

Non-Members - \$250 (Use of the sound system is \$50)

CHOIR REHEARSAL ROOM WITH PIANO (*seats up to 30*)

Members - \$50

Non-Members - \$75

CLASSROOMS each, per hour

Members - \$25

Non-Members - \$50



POSITIVELY NO FOOD OR DRINKS ARE ALLOWED IN THE SANCTUARY, SMALL CHAPEL, CHOIR ROOM AND CLASSROOM AREAS!!

Fees must be paid in full before the event is publicized and/or invitations are sent.

All rates include regular custodial maintenance. However, you are expected to:

1. Restore room to its original state of readiness.
2. Remove your equipment, belongings, decorations, etc.
3. Clean up any and all spills.
4. Wash all dishes and utensils used.
5. Throw away any leftover food.

*Fill out the following and return with payment to the church office.
PLEASE PRINT!!!*

Your name _____

Name of organization _____

Your Position/Title _____

Mailing Address _____

Phone Numbers *Home* _____ *Office/Cell* _____

Type of meeting/event _____

Date requested _____ Time requested _____

Facilities requested

Fees

Wesley Hall Sound System

\$ _____

Cleaning Fee

\$ 100.00

Total Amount Due..... \$ _____

Total Amount Paid..... \$ _____

Balance Due..... \$ _____

➡ *I have read the rules and policy provided by the First United Methodist Church of Monroeville and I agree to abide by them throughout the completion of this event.*

✍ Signed: _____