

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.

WEDDING GUIDELINES

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 guidelines.

In order that you may have a sacred and dignified wedding ceremony, you are urged to make thorough preparations. Specific plans for the ceremony should be discussed with the minister during pre-marital counseling sessions. The ceremony should be planned with care and carried out with reverence as it is a service of worship. The beauty of the ceremony is not determined by the elaborateness of the decorations, but rather by the spirit of love, trust, and faithfulness in the attitude of the participants.

These policies have been prepared with these thoughts in mind. Please be sure and give a copy of these guidelines to your wedding coordinator, caterer, decorator and/or florist.

Reservations

A reservation for any church facilities will be confirmed through the Church Office after:

The exact date and hour of the rehearsal and ceremony has been cleared through the Church Office.

The name of the officiating minister (and any assistants) have been listed and he/she has agreed to participate.

The fee schedule has been read, the amount agreed upon and a \$50 deposit and the \$100 cleaning fee has been received by the church.

The Wedding Guidelines have been read carefully and all paperwork filled out and signed.

Any changes (date, time, etc.) must be made in consultation with the Church Wedding Coordinator, the Church Office and the officiating minister.

Regulations Concerning the Use of the Facilities:

NO sanctuary furniture may be moved without the permission of the pastor. The altar table and cross may not be removed from the chancel nor obstructed from view. The pulpit may not be moved.

Hymnals, Bibles, etc., may not be removed from the pews.

Non-flammable material must be placed under all candelabra, vases, pots, or baskets, to protect the carpet and furnishings. Altar candles are provided by the church.

Lighted candles may not be placed in the sanctuary windows due to fire hazard.

Thumbtacks, nails, screws, glue, tape, or any other items which might deface the furnishings or walls of the church or the handrails outside the church are not permitted.

NO rice may be thrown; bird seed and/or rose petals are acceptable.

Kitchen - Wash all dishes and utensils and return them to their proper place. Throw away all leftover food – containers are provided for all paper products and garbage. None of the furnishings, dishes, utensils, or equipment should leave the premises.

SMOKING is not permitted inside any of the buildings or near any of the entrances.

NO ALCOHOLIC BEVERAGES of any kind may be served on the church premises.

The church is not responsible for valuables. There is no locked storage space available.

All furniture, equipment, etc., must be cleaned and returned to the proper place.

The user is responsible for any damages or breakages. (Clean it up the best you can and contact the Church Office the first business day after the incident.)

Any and all decorations such as floral arrangements, added furniture, props, etc., should be removed from the premises the day of the ceremony.

The handrails outside the church or the fellowship hall may not be covered. They are there to assist the guests as they enter and exit the facility.

DO NOT open both the outside entrance doors and the inside Narthex doors at the same time. If the outside doors are to be opened, the Narthex doors are to remain closed!! The air conditioner and/or heating units CANNOT maintain any comfort level for your wedding guests if all the heating and/or cooling is allowed to escape. This could also cause damage to our units that you will be held responsible for.

The tables in Wesley Hall will be stored when you arrive. You are responsible for arranging the chairs and/or tables as you want them.

The kitchens, Norman Barnett Hall, the lounge and the Alice Lee Room will already be set up for Sunday morning and should remain that way. It is not okay to move coffee makers, rearrange furniture, etc., in these areas!

If you have requested the use of the Wesley Hall sound system, you will be charged a \$50 fee for a church representative to operate the system. Do not touch the sound system! You are responsible for any damage done to the sound system by an unauthorized user.

Appropriateness of the Wedding Ceremony:

The music for the ceremony should be in keeping with the atmosphere of worship which pervades the whole of the worship service.

There will be no flash photography during the ceremony. It is considered to be inappropriate and distracting to have flash pictures taken during the ceremony. All photography should be taken from the balcony or other non-obtrusive locations providing there is no noise or distraction. Photographers and videographers are restricted from standing on furniture or placing equipment on any furniture that would cause damage. Any photographer or videographer failing to follow procedures will not be permitted to return to work at FUMC.

FIRST UMC WEDDING USAGE FEES

We do not “rent” the church. These fees cover costs incurred by the church for janitorial services, upkeep, heating and cooling, etc., and must be paid in full before the location of the wedding is published either in the newspaper or via printed invitations.

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/without KITCHEN

Members - Free

Non-Members - \$125

WESLEY HALL

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)

NOTE: *Positively no food or drinks are allowed in the Sanctuary or the Small Chapel!! If the wedding party will be eating prior to the ceremony, Norman Barnett Hall should be used!!*

If you plan to have a rehearsal dinner and the reception at the church, that will be considered two separate days with two separate charges. You are also required to pay a security deposit and a cleaning fee. There is also an additional charge for the use of the sound system in Wesley Hall.

If the pastor of this church will be officiating, you must clear the wedding date with him/her before scheduling your date with the church office. If an outside pastor will officiate, you must contact the pastor of this church with his/her name so that he/she can be invited to FUMC. You will be required to participate in three counseling sessions.

The organist fee is negotiated with the organist. Fees begin with a minimum of \$125 with additional fees added depending upon music requested, extra consultation time, and extra rehearsals required with soloists or instrumentalists. If an outside organist will be playing for your wedding, you must contact the organist of FUMC for further information.

Revised 10/11/10

WEDDING INFORMATION & APPLICATION FORM

Bride's Full Name _____ **Address** _____

Home Phone _____ Cell _____

Name of Parents/Guardians _____ Phone _____

Groom's Full Name _____ **Address** _____

Home Phone _____ Cell _____

Name of Parents/Guardians _____ Phone _____

Date of Wedding _____ **Time** _____

Wedding Director's Name _____ Phone _____

Officiating Minister _____

✿ Person(s) responsible for putting the church back in order following the ceremony:

Name _____ Phone _____

Name _____ Phone _____

Will there be a Wedding Rehearsal? Yes No

Date _____ Time _____

Will there be an after-rehearsal dinner held at FUMC? Yes No

If yes, Caterer's Name _____ Phone _____

Will Wedding Reception be held in Norman Barnett Hall? Yes No

In Wesley Hall? Yes No

Do you need the sound system in Wesley Hall? Yes No

✿ I have read the wedding policy and guidelines provided by the First United Methodist Church of Monroeville and I agree to abide by them throughout the preparation and completion of the event.

☞ Signed: _____

(Please continue on the back page)

ATTENDANTS:

Name of Maid/Matron of Honor _____

Name of Bridesmaids _____

Name of Best Man: _____

Name of Ushers _____

Name of Organist _____ Name of Pianist _____

Name of Soloist _____

Name of Florist _____ Name of Photographer _____

✿ I wish to reserve the following facility for:

Amount

Rehearsal Dinner Norman Barnett Hall with Kitchen Privileges _____

Wesley Hall with Kitchen Privileges _____

Wedding Chapel _____

Sanctuary _____

Reception Norman Barnett Hall _____

Wesley Hall _____

Sound System _____

Cleaning Fee 100.00

TOTAL \$ _____

After-Wedding Address _____

Phone number _____