

## MONROEVILLE FIRST UMC FACILITY GUIDELINE & USAGE FEES

We do not "rent" the church facilities. These fees cover costs incurred by the church for janitorial services, utilities, facility upkeep and equipment replacement. A space is not considered "booked" until a \$100.00 deposit is paid to secure the date. **This deposit is NOT refundable for any reason.** The fee must be paid in full before a key is issued. The Key may be obtained between 8 am and 1 pm Monday through Thursday. The key must be returned in a timely fashion after the event.

Norman Barnett Hall:	Members	No Charge
	Non-Members	\$200.00
Wesley Hall:	Members	\$200.00
	Non-Members	\$500.00
Sanctuary: (weddings) (capacity seating 200)	Members	\$100.00
	Non-Members	\$200.00
Small Chapel:(weddings) (capacity seating 75)	Members	\$75.00
	Non-Members	\$125.00

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- NOTE 1: Absolutely NO food or drink is allowed in either the Sanctuary or the Chapel.
- NOTE 2: All groups or organizations seeking to use our facilities must be in harmony with our Social Principles. No political groups will be accepted. For-profit groups will be allowed on a case-by-case basis considering our social principles.
- NOTE 3: Absolutely NO alcoholic beverages are permitted on the church campus. Smoking is not permitted inside the buildings or near entrances.
- NOTE 4: If the church sound equipment is to be used (Sanctuary or Wesley Hall), it must be approved by Rev. Pam Barnhardt, (925) 238-2500.
- NOTE: 5 No pins, tacks, screws or tape that might deface the walls or furnishings may be used in decorating. Any and all rooms used must be restored to their original appearance.
- NOTE: 6 The person booking the facility will be personally responsible for all damages or breakages to that facility during the event. No other rooms other than what has been booked are to be used without permission from the Church office.
- NOTE 7 All dishes and/or appliances used must be washed and restored to their storage places. All facilities must be left tidy and ready for use.
- NOTE 8 It is expected that the facility will be left in a clean and tidy state after the event.

**I Wish To Reserve The Following Facility For:**

DATE:

AMOUNT

Rehearsal Dinner: Norman Barnett Hall  
Wesley Hall

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Wedding: Chapel  
Sanctuary

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reception: Norman Barnett Hall  
Wesley Hall

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Non-Wedding Function: Norman Barnett Hall  
Wesley Hall

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL:

\_\_\_\_\_

**NOTE: No Date is reserved until the \$100 deposit is paid**

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I have read the policies and guidelines and the facilities use agreement of Monroeville First United Methodist Church. I agree to abide by them in the preparation and throughout to the completion of the event(s).

**Reserving Party Signature** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Church Representative** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

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 \_\_\_\_\_

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Total Amount Due..... \$ \_\_\_\_\_

Total Amount Paid..... \$ \_\_\_\_\_

Balance Due..... \$ \_\_\_\_\_

Date keys issued: \_\_\_\_\_

☞ Signed: \_\_\_\_\_

Date keys returned: \_\_\_\_\_

Signed: \_\_\_\_\_