

**First United Methodist Church
Facility Use Rental Agreement
Guidelines for Church Use**

Sanctuary, Fellowship Hall and Kitchen Use

- A. There will be no use of alcoholic beverages in or on the Church property.
- B. There will be no smoking or any use of tobacco products within the Church facility.
- C. The facility will be cleared of all trash after each use of the facility. The facility will be cleaned and left in the same arrangement as when the user arrived.
- D. No tape of any kind will be placed on the walls or ceiling for the purpose of decorating or hanging of any type of sign.
- E. The chairs and tables in the Church Hall are to be carried at all times when moved and dragged across the floor. The tables and chairs should be left arranged according to the church hall diagram which can be found on the kitchen door.
- F. Any damage done to the facility while being used by any group will be the responsibility of the user. They will be financially responsible to repair the damage as determined by Church Trustees.
- G. Facility users may not store or leave anything in Sanctuary, Kitchen or Hall.
- H. Failure to adhere to these guidelines will result in the forfeit of the church security deposit and any additional fees necessary to cover clean up and repairs.
- I. The scheduling of the Fellowship Hall & kitchen shall be at the discretion of the Facilities Use Coordinator (FUC)(s).
- J. The scheduling of the Sanctuary will be at the discretion of the Pastor in conjunction with the FUC.
- K. A \$500.00 deposit will be required to reserve the use of the Church Facility.
- L. Full payment is due two weeks before event date.
- M. Security Deposit will be refunded after completion of your event if premises are returned to the condition in which they were found.

Fellowship Hall & Kitchen Fees

1. Church Members (Active) non-profit usage	\$ 50.00	\$ _____
2. Church members (Active) for profit usage	\$100.00	\$ _____
3. Civic & Community Service Organizations	\$150.00	\$ _____
4. General Public	\$500.00	\$ _____
5. Full Kitchen usage is an additional fee	\$.00	\$ _____
<i>*kitchen usage for storing or light prep is included in hall fee</i>		
Subtotal		\$ _____

Church & Sanctuary Fees*

1. Sanctuary use	\$1000.00	\$ _____
2. Sanctuary use (<i>Under 20 people in service</i>)	\$250.00	\$ _____
2. Organist (<i>FUMC Pianist has first right of refusal</i>)	\$200.00	\$ _____
3. Minister (<i>FUMC Pastor must officiate</i>)	\$250.00	\$ _____
Subtotal		\$ _____
Security Deposit (mandatory to reserve)	\$500.00	\$ <u>500.00</u>
Total <i>*Active members excluded from all fees</i>		\$ _____

This agreement reserves the facility (Sanctuary/Fellowship Hall/ Full Kitchen) *please circle* for Day _____ Date ____/____/____ Time Beginning ____ Time Ending ____

Facility User: _____

Facility Use Coordinator/Pastor : _____ **Rev. Patriotis/Rev. Dr. Sink**

Security Deposit of \$ _____ received on ____/____/____

Payment balance of \$ _____ Due on ____/____/____

Revised 2-20-2013