

# GRACE UNITED METHODIST CHURCH FACILITY GUIDELINES





To: Meeting Contact Person

From: Wilda Gleaves, Administrative Assistant

Please review guidelines and return "REQUEST FOR FACILITIES USAGE AGREEMENT" for approval to church office.

If you have any questions, please contact me at 754-6034 or email at [wilda@graceumc.net](mailto:wilda@graceumc.net).

Sincerely,

Wilda Gleaves  
Administrative Assistant

## **II Meetings:**

*The designated person responsible for the meeting and the use of the facility will be held accountable for the following:*

1. Unlocking only the doors required to access your meeting area.
2. Locking all doors and turning off lights after the meeting is complete.
3. Cleaning up and disposing of any trash generated during the meeting.
4. Return any materials or contents of Grace back to their proper location.
5. All tables and chairs must be put back in their designated location (where and how you found them).
6. If heating and air unit is off when you enter the facility, make sure it is off when you exit the facility. If there is a window unit or a portable unit in the room your meeting is held in, the unit must be turned off after use.
7. The grounds outside the facility must be policed and cleaned if the activities or meetings take place outside.
8. Care of walls, doors, windows, and window treatments are essential to maintain a pleasing appearance for the Church Building. Windows and doors must be kept clear for safety reasons. There will be no use of tape, tacks, pins, etc., on any painted surfaces. Bulletin boards, tack strip, or dry marker boards will be supplied as needed for Sunday school classes and/or Preschool. **ONLY WHITE TICKY TACKY CAN BE USED ON THE WALLS.**
9. You must contact the church office prior to your meeting for any needed supplies. (The church office only has limited supplies).
10. Food may only be stored in the kitchen, and must be approved by the kitchen committee.
11. Permanent additions should be cleared by Trustees.

## **III. Kitchen:**

1. The kitchen is available by reservation, but you must contact the Administrative Assistant prior to your scheduled event.
2. The kitchen and kitchen contents must be cleaned and put in their proper place after use. All dish cloths must be rinsed and placed in sanitary container, all excess food must be thrown away. The kitchen chairperson must approve any items to be stored in the

refrigerator. All items that are stored in the refrigerator will be labeled and dated. Any items that are stored in the refrigerator or kitchen that are not labeled, or are stored for an extended period of time, will be discarded by the kitchen chairperson that reports to the Trustees. The Pre-school will have a designated area in the refrigerator to store lunches, snacks, etc., and will be responsible for maintaining the cleanliness of their designated area.

3. Coffee makers can only be used in the kitchens or Coffee Island in the Adult Sunday School wing. Each group will be responsible for their own coffee and condiments. There will not be any designated locations that can be locked to store coffee and condiments. If any items such as these are to be left in the church, they should be kept in air tight containers, and labeled with a name and date on the outside. Anything left for an extended length of time will be discarded. This will be governed by the Trustees.

#### **IV. Security:**

The Trustees will be responsible for inspecting and securing the building at an appointed time.

#### **V. Weddings and Special Occasions:**

*It should be clearly understood that a wedding is a worship service, and that it should be conducted so that neither the service nor the place of worship is desecrated.*

*Note: Event Coordinator Fee of \$150.00 will be charged. (Members and Non-Members)*

1. Weddings are to be scheduled through the church office.
2. **A signed form agreeing to all guidelines, along with the appropriate charges, must be given to the Administrative Assistant before a wedding can be put on the calendar.**
3. A \$200 refundable deposit will be required, *of non members*, before any wedding or special event can be scheduled. This deposit will be used at the discretion of the Trustees to cover any damage to the facilities or excessive custodial work necessary to return the facility to a usable condition.
4. There is a \$150.00 fee for use of the Sanctuary for weddings (*non-members only*).
5. There is a \$50 custodial fee for use of the Sanctuary (*members and non-members*).
6. There is a \$50 custodial fee for use of the Fellowship Hall for each time **used for any event.** (*members and non-members*). A \$20.00 fee for cooler storage will also be charged, if needed.

7. There is a \$50 custodial fee for use of the Kitchen each time it is used. (*non-members*).
8. When the Fellowship Hall is used, it is the responsibility of the group to set up any tables and chairs required, and to put them up after the event to their proper location.
9. If the organ is to be used, the Church Organist **must** be notified. A fee of \$175.00 will be charged.
10. If the sound system is to be used, the Music Director **must** be notified.
11. Rice **is not permitted** to be thrown after the ceremony. Birdseed **is** allowed outside the building.
12. *Any items removed from the Sanctuary or Narthex (examples: offering plates, bulletins, etc.) must be put back in the place they were taken from before the group leaves the building.*
13. All guidelines that relate to the use of the facilities must be adhered to.

## **VI. Funerals:**

*It should be clearly understood that a funeral is a worship service, and that it should be conducted so that neither the service nor the place of worship is desecrated.*

1. All guidelines that relate to use of facilities must be adhered to.

**GRACE UNITED METHODIST CHURCH**

# REQUEST FOR FACILITIES USAGE AGREEMENT

DATE: \_\_\_\_\_

NAME OF GROUP/INDIVIDUAL USING FACILITY:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

MEMBER? \_\_\_\_ YES \_\_\_\_ NO

DATE OF MEETING \_\_\_\_\_ (Weekly, Bi-Monthly, Monthly \_\_\_\_\_)

TIME OF MEETING \_\_\_\_\_ MEETING ROOM \_\_\_\_\_

KITCHEN NEEDED: YES \_\_\_\_\_ NO \_\_\_\_\_

DEPOSIT DUE TODAY (If applies) \_\_\_\_\_

ALL OTHER FEES DUE ON \_\_\_\_\_ (Two weeks before event)

AMT. DUE \_\_\_\_\_

I have received, read, and understand the Grace Guidelines for usage of Grace United Methodist Church facilities. I agree to abide by these guidelines.

If, at anytime, the responsible person changes for the above mentioned department/group, I will notify the office of Grace UMC with these changes.

RESPONSIBLE PERSON: \_\_\_\_\_

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

## FEES AND AGREEMENT

We agree to be governed by the foregoing rules and principles in using Grace UMC for the wedding to be held on:

Date: \_\_\_\_\_ Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Bride: \_\_\_\_\_ Groom: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Member? \_\_\_\_\_ Member? \_\_\_\_\_

Rehearsal date & time: \_\_\_\_\_

Fellowship Hall for Rehearsal? \_\_\_\_\_ If yes, what time? \_\_\_\_\_

Name of Pastor to officiate: \_\_\_\_\_

Fellowship Hall for Reception? \_\_\_\_\_

Church Secretary: \_\_\_\_\_ Bride/Groom: \_\_\_\_\_

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Due today:

Deposit: \_\_\_\_\_

A \$200 refundable deposit will be required for non-members before Wedding will be scheduled on church calendar. *Fees due two weeks before ceremony.*

**ALL FEES MUST BE PAID TWO WEEKS PRIOR TO WEDDING.**

Sanctuary Usage Fee(nonmembers): \_\_\_\_\_

Sanctuary Custodial Fee: \_\_\_\_\_

Fellowship Hall Custodial(Rehearsal): \_\_\_\_\_

\*Custodial Fee required for each use.

Fellowship Hall Usage Fee (Reception): \_\_\_\_\_

Kitchen Custodial Fee (non-members) \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Sound Technician: \_\_\_\_\_

Organist: \_\_\_\_\_

Cooler Storage: \_\_\_\_\_

TOTAL: \_\_\_\_\_