

University United Methodist Church Facility Usage Fees and Guidelines

USE FEES

<u>Time</u>	<u>Half Day</u>	<u>All Day</u>	<u>Evening</u>	<u>Seating Capacity</u>
Parlors(each)	\$40	\$75	\$40	(45) Lecture/(36) classroom
Fellowship Hall	\$75	\$150	\$75	(220) Lecture/(160) meal
Kitchen	\$50	\$100	\$50	
Sanctuary	\$300	\$500	\$300	720
Custodial Fees	TBD (\$100 or more depending on number of attendees, type of event and space used and will be quoted at event approval)			

All fees must be paid **one week prior** to the event to **University United Methodist Church**.

UUMC Right to Cancel: The church may cancel church usage by any group at any time and for any reason without liability. However, it is the policy of the church to give 30 days' notice whenever possible if a situation arises causing cancellation of that group's reservation.

REQUIREMENTS FOR USE OF ALL CHURCH FACILITIES

1. No alcoholic beverages or smoking are allowed on the property.
2. Use only that portion of the building assigned to you.
3. Put all tables, chairs and furniture back in the same places you found them. Leave all bulletin boards and table displays as found.
4. Check to see that all lights are turned off when you leave.
5. Do not use the church parking lots. The church has only two small parking lots which are always needed for church business.
6. Fund raising events of any type are not permitted on church property without the prior written approval of the Minister of Administration.

ADDITIONAL REQUIREMENTS ALSO APPLICABLE TO USE OF THE CHAPEL/SANCTUARY

7. All furniture movement must have prior approval and the Facilities Manager must be present.
8. The pews are placed permanently and are not to be moved.
9. The altar table and cross shall never leave the Chancel area and shall remain centered either in front of the steps or on the front stage level.
10. Food and beverages are never allowed inside the Sanctuary/Chancel for any reason other than Communion and the Moravian Love Feast.
11. Nothing is to be placed on the piano, organ, altar table or pulpit during set-up, performance or worship.
12. There shall be absolutely no sitting on railings or standing on kneelers.