



Facility Usage Fees and Guidelines

Location	Half Day	All Day	Evening	Seating Capacity
West Parlor	\$40	\$75	\$40	45 Lecture / 36 Classroom
Fellowship Hall	\$75	\$150	\$75	220 Lecture / 160 Meal
Chapel	\$75	\$150	\$75	90 Worship / 72 Lecture / 64 Meal
Kitchen	\$50	\$100	\$50	-
Sanctuary	\$300	\$500	\$300	720
Custodial Fees	\$100 and up depending on type of event, number of attendees, and space utilized. Final amount will be quoted upon event approval.			

** Fees may be reduced or waived for local non-profit community outreach events.*

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

University UMC Right to Cancel: The church may cancel usage of facilities by any group at any time and for any reason without liability. However, it is the policy of the church to give thirty days' notice whenever possible if an unforeseen situation arises causing cancellation of a facility reservation.

Requirements for Use of All Church Facilities

1. No alcoholic beverages or smoking allowed on the property.
2. Use only the space assigned in your reservation.
3. Put all table, chairs, and furniture back in the same place you found the. 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 two small church parking lots on the property are reserved for church business.
6. Fund raising events of any type are not permitted on church property without prior written approval from the Minister of Administration.

Additional Requirements Applicable to Use of the Sanctuary and Chapel

1. Movement of any furniture must have prior approval and the building Custodian must be present.
2. Pews are permanently placed and are not to be moved.
3. The altar table and cross shall never leave the Chancel area and remain centered either in front of the steps or on the front stage level.
4. Food and beverages are never allowed inside the Chancel/Sanctuary for any reason other than Communion.
5. Nothing is to be placed on the piano, organ, altar table, or pulpit during set-up, performance, or worship.
6. There is absolutely no sitting on railings or standing on kneelers.