

# *Room Rental Policies & Guidelines*

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## **Scheduling / Calendar**

The Church does not schedule events on a Sunday, holiday, Palm Sunday to Easter week, the weekend before Christmas through Christmas Day, or during CCA's graduation.

Reservations by members may be made up to 9 months prior to their selected date. Non-members may make reservations up to 5 months prior to their selected date.

## **Decorating**

The choir risers and other miscellaneous musical equipment will not be removed. The piano should not be moved without permission from the Director of Worship Arts.

Do not use thumb tacks, pins, tape or similar items anywhere in the building. Nothing can be hung from the ceilings or walls.

Stage backdrops to choose from are: silver, black, or the burgundy velvet curtain that is closed in the front.

Foyer and Sanctuary trees are not to be moved, nor may any foyer furniture be moved.

***The electronic lift is not available for decorating purposes.***

## **Seasonal Decorations**

The Sanctuary and Foyer are normally decorated four weeks prior to Easter Sunday, and for the month of December. You are invited to use these seasonal decorations as a part of your wedding; however, these decorations are not to be moved either temporarily or permanently.

## Use of Ladders

We would prefer that you do not use ladders in your decorating if at all possible. More than 500,000 people a year are treated for ladder-related injuries in the U.S. according to the Am. Academy of Orthopedic Surgeons. Of these 500,000 injuries approximately 300 people in the U.S. die from ladder related injuries. If use of a ladder is absolutely necessary, please know that you do so **at your own risk and liability**. Please take certain precautions when using a ladder, such as:

- >Only wear rubber-soled shoes while using a ladder (i.e. no sandals)
- >Inspect the ladder before using
- >Do **not** use a ladder taller than 6 ft; **extension ladders are not allowed**
- >If you feel dizzy or light headed, please get off of ladder immediately
- >Carry ladders parallel to the ground
- >Use only for the purpose for which the ladder was designed (refer to manufacturer's labeling and recommendations)
- >Barricade traffic areas in vicinity of ladder use
- >Do **not** move, shift or extend ladder while occupied
- >Never 'walk' a ladder
- >Do **not** use top or top step for standing/stepping
- >Do **not** stand on cross bracing
- >Always face the ladder when ascending or descending
- >Never allow more than one person on a ladder at a time
- >Place ladder firmly on the floor; do not set on paper or fabric which could slide while ladder is in use.

# Room Rental Rates

Room Capacities		Row Seating	Banquet Seating	
Worship Center ( <i>Sanctuary</i> )		500	400	
Fellowship Hall ( <i>Large Reception Room</i> )		300	250	
Parlor ( <i>Small Reception Room</i> )		50		
1 - 4 Hour Rental (Half Day)	Member Standard Setup	Member Banquet Seating	Non-Member Standard Setup	Member Banquet Seating
Damage Deposit ( <i>see page 4</i> )	200.00	200.00	200.00	200.00
Worship Center	150.00	350.00	300.00	500.00
Fellowship Hall	100.00	300.00	200.00	400.00
Parlor	75.00	125.00	125.00	200.00
Narthex	75.00	125.00	125.00	200.00
Upstairs Classroom	25.00	N/A	50.00	N/A
Audio / Lighting	40/hour: min 3 hrs	40/hour: min 3 hrs	40/hour: min 3 hrs	40/hour: min 3 hrs
Audio / Video / Lighting	80/hour: min 3 hrs	80/hour: min 3 hrs	80/hour: min 3 hrs	80/hour: min 3 hrs
Janitor ( <i>see page 4</i> )	100.00	100.00	100.00	100.00
5 - 8 Hour Rental (Full Day)	Member Standard Setup	Member Banquet Seating	Non-Member Standard Setup	Member Banquet Seating
Damage Deposit ( <i>see page 4</i> )	200.00	200.00	200.00	200.00
Worship Center	250.00	450.00	500.00	700.00
Fellowship Hall	200.00	400.00	400.00	600.00
Parlor	150.00	225.00	300.00	500.00
Narthex	150.00	225.00	300.00	375.00
Upstairs Classroom	50.00	N/A	100.00	N/A
Audio / Lighting	40/hour: min 3 hrs	40/hour: min 3 hrs	40/hour: min 3 hrs	40/hour: min 3 hrs
Audio / Video / Lighting	80/hour: min 3 hrs	80/hour: min 3 hrs	80/hour: min 3 hrs	80/hour: min 3 hrs
Janitor ( <i>see page 4</i> )	100.00	100.00	100.00	100.00
Times of Usage (Depending Upon Availability)				
Monday, Tuesday, Thursday, Friday & Saturday with Standard Setup			8:00 AM - 10:00 PM	
Monday, Tuesday, Thursday, Friday & Saturday with Banquet Seating			8:00 AM - 8:00 PM	
Wednesday & Sunday			Not Available	

### **Payment of Damage Deposit**

The damage deposit is due at the time you scheduled your event. The deposit covers any excess cleanup charges and damages that may occur. Damages and charges that exceed the amount of the deposit will be billed to the renter. If the janitorial setup and teardown requires additional time beyond the 4 or 8 hour maximum, it will be deducted from the deposit fee at \$25 per hour.

### **Payment of Fees**

The balance of the fees ***must be paid in full no less than 14 days prior to the date of your event.*** The reservation of any facility is confirmed only when the Church office has received the damage deposit. Checks should be made payable to First United Methodist Church.

### **Damage Deposit Refund Due to Cancellation**

The deposit will be refunded due to the cancellation of a reservation if the following criteria are met:

- Full Refund*** - 30 or more days prior to event
- 50% Refund*** - 2 to 30 days prior to event
- No Refund*** - Less than 48 hours prior to event

### **Janitorial Staff**

The Janitorial Staff's primary function is to setup and teardown the rooms. ***They are not to assist in decorating.*** Events lasting until 10:00 p.m. will incur an additional \$104.00.

### **Audio / Video / Lighting Technician**

The Audio / Video / Lighting Technician will be provided by the church. This person is responsible for setting up and adjusting the sound system. ***If a room other than the Worship Center is used, you are responsible for providing your own sound system and technician.***

### **Responsibility for Goods**

The Church cannot accept deliveries or be responsible for personal items.

## **Smoking / Alcohol**

***Smoking in the building is not permitted.***

In adherence to the beliefs of The United Methodist Church as set forth in The Book of Discipline of the United Methodist Church, it is the policy of this Church that under NO circumstances may alcoholic beverages be served or permitted on the premises. No one under the influence of alcohol will be allowed to stay on the church or school premises.

## **Use of Kitchen**

Unless the caterer has been trained on our particular kitchen equipment by one of the authorized FUMC kitchen trainers, they are only allowed to use the kitchen for staging purposes. ***Whether our equipment is used or not the caterer is responsible for leaving the kitchen in a clean condition.*** If the kitchen is not left clean, charges for cleaning will be deducted from the damage deposit. A kitchen checklist is available on a clipboard in the kitchen.