



# Policies Governing the Use of Buildings for Special Events

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# POLICIES GOVERNING THE USE OF BUILDINGS

The church buildings have been consecrated for worship, evangelism, Christian education, world missions, recreation, and the development of Christian character and life. Any use of the property should relate to these basic purposes. Priority in the use of the buildings shall be given to organizations and groups who are an integral part of the on-going programs and ministries of First United Methodist Church. Second priority shall be given to requests from members. Requests from non-members will then be considered, but will not be accepted more than three months in advance of the date in which the activity is to take place.

Specific policies regarding the use of the Parlor begin on page number seven. The Parlor is available to non-members only with the supervision of a church member. Business or for-profit meetings will not be allowed.

There is a separate schedule of fees for members and non-members. To qualify as a member, the event coordinator must be a member of First United Methodist Church.

We are glad that you are having your event at First United Methodist Church. This information packet has been designed for this particular church. We hope it will answer most of your questions and concerns.

Please be sure that you read and understand all policies and information related to the use of the church facilities. Please feel free to raise any additional questions with the pastor or our Event Coordinator.

To avoid any embarrassment, it is suggested that these rules be called to the attention of all members of the event.

***It is important that you read and understand all policy pages included in this packet.*** You are responsible for giving copies of the policies governing the use of the buildings and facilities to your florist, photographer and caterer (If applicable). Please feel free to raise any additional questions with the pastor or our Event Coordinator.

1. First United Methodist Church will not be held responsible for any damaged, stolen, or lost personal property used, or stored on church property.
2. It is the policy of the church not to schedule events on Wednesdays because of interference with regular activities of the church. It is also the policy of the church not to schedule events on the following holidays without approval from the pastor: Thanksgiving, Christmas and New Year's Day. No events will be scheduled one week before, during or immediately after Vacation Bible School, Weekend Musicals/Cantatas, or other significant church functions and events without prior approval from the above mentioned persons.
3. To request use of any of the buildings, the form REQUEST FOR USE OF CHURCH FACILITIES must be completed and returned to the Church Secretary. The administrative staff reviews requests during regularly scheduled staff meetings. If approved, the event will then be placed on the church calendar following receipt of a security deposit. The security deposit will be refunded after the event, less any additional expenses and/or damages that may be incurred during the event. Notification will be given by the church office regarding approval.
4. The pastor reserves the right to withdraw or modify a previously granted permission in the event that the space in question is needed for a church activity or program. In such cases, the user will be given as much advance notice as possible and all deposits and fees paid will be refunded.
5. If two groups and /or applicants request usage of the facilities at the same time, the pastor will use discretion to select the applicant most directly related to First United Methodist Church activities, members, friends, etc.
6. The church may plan other activities on the day the building has been reserved, provided it does not interfere with the activity for which the building was reserved.
7. Persons planning events with special music should make an appointment with the Minister of Music to plan for the musicians and the musical selections to be used in the wedding at least two months in advance of the event date. A list of all music (title and author) must be submitted in writing to the Minister of Music at least four weeks prior to the event.

No dancing is allowed.

Only qualified musicians will be allowed to use the organ/piano. The church organist may play for the event if she is available. (See attached sheet for her fee schedule.) If the services of an organist or a pianist from outside the church are desired, approval must be obtained in writing from the Minister of Music at least one month prior to the event.

The Minister of Music and/or pastor have the final approval for all music that is to be used for the event.

8. Use of the church sound system and equipment to be used must be discussed with the Minister of Music. A qualified technician to operate the Sound and/or Video equipment will be furnished by the Minister of Music. A sound technician should be enlisted no later than one (1) month prior to the event to ensure their availability. Please inform the church office when you have made this confirmation. See attached sheet for fee schedule.
9. The stage in New Fellowship hall is off limits for use unless requested in writing and approved by the Minister of Music at least four weeks in advance of the event. No equipment on the stage is available for use by the public. *No one will be allowed on the stage or in the sound booth in the New Fellowship Hall without prior approval from the Minister of Music.*
10. No food or drinks are allowed in the Sanctuary.
11. Keys will not be loaned out. Decorators, caterers, etc. who need to see the building must make arrangements to come during regular office hours.
12. Set-up for the event is not to begin earlier than 1:00 p.m. on the day before the event. If setup must take place at other than regular office hours, arrangements must be made with the pastor or custodial staff for entry into the building.
13. The florist/caterer must get approval from the church office or the custodian before any decorations are placed. No nails, tacks, screws, cellophane or masking tape or wire are to be put in walls, furniture or pews. Only florist tape should be used. Nothing is to be hung from the vents, ceiling tile or any other fixtures.
14. No candles are provided by the church. If candles are used, they must be mechanical (non-drip) candles.
15. Decorations should be kept simple. The church decorating committee spends a lot of time decorating for the Christmas/Easter seasons. Christmas, Easter, and other seasonal decorations will NOT be removed or changed. Any event decorations must be done around the church decorations.

If using the sanctuary, the cross, candlesticks, and liturgical cloths will remain as they are on the altar table and pulpit. You may place a Bible or small flower arrangement on the table in front of the cross. The Bible should be open. The flower arrangement should not be taller than the cross bar on the cross or extend beyond the candlesticks.

With assistance from the custodial staff, the following appointments or furniture may be moved from the chancel area: chairs, flower stands, offering plates, flags, and pair of seven-branch candelabra. The following appointments or furniture may NOT be moved from the chancel area: pulpit, baptismal font, altar table, cross, candlesticks and choir chairs. Decorations must never be placed on the pulpit, baptismal font, communion rail, organ console or piano. Pews on the main floor of the sanctuary may not be moved. Hymnals, Bibles and other items in the pews may not be removed. No decorations may be placed on the sconces, and the candles in them are not to be lit. No greenery or flowers should be placed in front of the organist or pianist.

Flowers and other decorations should be removed as soon as practicable following the event. If flowers are to be placed in the sanctuary or narthex for worship services, please ask your florist to arrange them in the regular altar vases if they are in any other containers. If you wish to leave the flowers to use during worship, please make arrangements with the church secretary, as she knows the flower calendar schedule and will place an acknowledgment in the church bulletin for you.

16. For safety sake, *children attending the event should be supervised by an adult at all times and not allowed to roam freely through the church buildings.* For an additional fee of \$60.00 for two hours, two nursery attendants are available for preschool children during events that take place in the church facilities. Two nursery attendants will provide care for up to 8 children. Additional attendants will be required for more than 8 children, and additional fees will be required. (See attached sheet for nursery worker fees.) The nursery must be reserved no later than one (1) month before the wedding date or event.

The nursery facility will only be available during the actual event at the church. Parents should be notified as to when to pick up their children. Only church approved childcare workers will be used. Childcare is not provided for children in 1<sup>st</sup> grade and above.

17. An initial meeting is required with the church custodian no later than two (2) months prior to the event date, as well as a follow-up meeting no later than one week prior to the event date. The custodial staff will begin setting up the church facilities at approximately 1:00 p.m. the day before the event so as not to interfere with their other responsibilities at the church. The custodian's duties will be as follows:
  - a. The custodian will arrange the Sanctuary, Fellowship Hall and other facilities to insure that all necessary and requested equipment and furniture is placed according to specifications. They are not responsible for setting up decorations.
  - b. The custodian will provide custodial responsibilities before and after the event.

- c. The custodian is not responsible for the sound equipment of the church and should not be asked to run the soundboard or set up microphones.
  - d. A custodian or other administrative staff member will be present at all times during an event.
  - e. An additional fee will be incurred for visits conducted after normal business hours. (See attached sheet for additional fees.)
18. There will be no smoking, or use of tobacco products in the church buildings at any time. No alcoholic beverages may be served or consumed on the church premises and no guest under the influence of alcohol or drugs will be allowed to participate in the event.

## **Policies for use of the Parlor**

The Parlor is to be considered our church living room – a place where families can gather before weddings or funerals, where we entertain small gatherings, and hold meetings. It, like all of our facilities is to be used for the glory of God. Much care and expense have gone into furnishing the Parlor. Please help us keep it in excellent condition by observing the following:

1. Any group in the church or outside the church wishing to use the Parlor must contact either Laurielee Mixson or Jackie Bryars. The contact information is available through the church office. Reservations should be made as soon as possible and place on the church calendar no later than 2 weeks ahead of the event. All appropriate fees must be paid when the reservation is made. Reservations will not be taken more than 2 months in advance for non-church meetings, or three months for receptions. Church meetings or funerals will take precedence. Should a scheduling conflict arise, every effort will be made to move the scheduled event to another area of the church.
2. Capacity for meetings is 40 persons, for receptions, 75.
3. Use of the Parlor will be for the day of the event only unless special arrangements are made.
4. The event coordinator will assume all responsibility for any damages to the Parlor or furnishings as well as the cost of any extra cleaning and/or repairs.
5. Only finger foods are allowed. Punch must have a clear base. The parlor cannot accommodate a sit down dinner.
6. No major furniture pieces may be moved.
7. Nothing may be placed on the piano. Use of the piano must be approved by the Minister of Music.
8. If any extra furniture or decorations are to be moved into the Parlor, it must be cleared with Laurielee Mixson or Jackie Bryars, and moved by or with the assistance of the church maintenance staff.
9. Church maintenance staff must be present when the room is vacated unless other arrangements are made.

## **Policies for use of the Family Life Center**

The purpose of the Family Life Center is:

1. To provide religious, recreational, and social activities that will reach people for Jesus Christ.
2. To supplement, strengthen, and complement the organization of the church.
3. To provide a program for the continued development of people of all ages.
4. To provide leisure activities for all ages in a Christian setting.
5. To provide a means for all members to participate in activities that will provide social, physical and spiritual growth.

All members of FUMC and its sponsored organizations are eligible to participate. Children under 13 are to be accompanied by an adult at all times. The Director of Recreational Ministries (DRM) may grant exceptions for those who are part of a church-sponsored function where adult supervision is present. Each member must abide by the Family Life Center (FLC) Policies and Procedures. Those who fail to comply will be asked to leave. It is strongly recommended that all participants consult a physician before participating in and strenuous activity.

The use of the FLC and all equipment will be at the risk of the participant. EFUMC does not assume liability or responsibility for any participant or any non-participant. EFUMC assumes no responsibility for lost or stolen personal property. EFUMC does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures or furniture. Notice of this fact will be provided to participants and guests. By signing the release form, you are releasing EFUMC of any charges or liability.

Guests must be accompanied by a FLC member. Each FLC member is allowed up to 3 guests unless prior approval is obtained by the DRM. The FLC member is responsible for the conduct of his/her guests. Guests must complete a Guest Card and sign in on the Guest Form at the FLC lobby desk.

Upon arrival to the FLC check into the Welcome Center. When leaving the facility, please do not loiter in the parking lot.

The hours of operation will be posted on the exterior doors, in the bulletin and newsletters. These hours are subject to change. The FLC will be closed during Worship Services, Sunday School and Wednesday Night Dinner.

The FLC is consecrated to the glory of God. Each person involved should “In all you ways acknowledge Him.” (Proverbs 3:6) The FLC is a ministry of EFUMC. In the interest of leading others to Christ, the speech, dress and conduct of all FLC members and guests will be in accordance with the highest Christian standard. The DRM and FLC staff will be responsible for the interpretation and enforcement of all rules. Willful violation of any policies or procedures could lead to loss of FLC privileges.

Infractions will be handles as follows:

1st offense: warning, explanation of rules and/or suspension.

2nd offense: reminder, notification to parent (high school and below), and/or suspension.

3rd offense: parent conference (high school and below), and/or suspension.

A major infraction will result in a written report being turned in to the DRM and the Board of Trustees. The DRM and the Board of Trustees will handle serious infractions.

The Board of Trustees will review policies and procedures periodically. Changes and additions will be made as needed.

1. Anything detracting from the Christian atmosphere is not permitted.
2. Appropriate clothing must be worn at all times. Shorts must be fingertip in length, loose and modest. No spandex shorts without covering. No halter tops or open back shirts. Shirts must be worn at all times. Any print/graphics must be fitting for a Christian environment.
3. No alcohol or tobacco use or advertisements. No non-alcoholic beer or controlled substances.
4. No foul language. Speech that does not glorify God and any other inappropriate conduct is not permitted.
5. No horseplay or sitting on equipment and furnishings is permitted.
6. Trained volunteer staff operates the FLC. All participants are to follow their directions. Only authorized personnel are permitted to operate sound and lighting equipment.
7. No pets are permitted in the FLC.
8. Anything considered a weapon will not be permitted in the FLC or on church grounds.

9. Tacks, nails, pins, screws or tape that permanently defaces furniture or walls
10. The Lost and Found is located in the Welcome Center. Lost items will be returned to the owner when requested and properly identified. Participants are encouraged to label all personal items. Items not claimed within 30 days will be donated to charity.
11. The Welcome Center is the main information area. Any questions pertaining to the Church, FLC or activities should be directed here. Only staff is allowed in the Welcome Center. All games and recreation equipment are issued from and must be returned to the Welcome Center. All activities in the FLC are monitored by the Welcome Center staff.
12. In the gymnasium, nothing is to be thrown from the floor to the track above or to the ceiling. Violation of this result could result in removal from the FLC. Only FLC Staff may adjust the height and position of goals. Dunking and hanging on rims is not permitted. Equipment including, but not limited to, portable goals, volleyball and badminton standards, and score clocks will be set up and operated by FLC staff only. Programmed activity takes precedence over free play.
13. Use of the classroom must be reserved by contacting the DRM.
14. A game room is located on the upper level of the FLC. Every game has proper rules and players are expected to respect these. Tables are placed so that each game can be played without interfering with others. Do not move, rearrange or sit on tables. No game room equipment is to be taken out of the game room area unless it is being checked in.
15. Changing Rooms are designed for use in connection with gym and exercise use only. For safety reasons, a responsible adult must closely supervise all underage children while in these areas. Do not leave wet or soiled clothing or towels in the changing rooms. Do not leave valuables unsecured. Lockers are available for use. Locks, for daily use, are available at the Welcome Center.
16. All users of the Fitness Room must participate in a Fitness Room Orientation. Participants must be 15 years or older. 13 and 14 year olds may participate is accompanied by an adult. No horseplay. Participants must wipe off and turn off all equipment. Participants must return all dumbbells and other equipment to the proper place before leaving. Do not bang weights or dumbbells together. Do not let weights

crash down. Water, in a capped bottle, may be brought into Fitness Room. Such bottles may not be used on any electrical equipment.

17. Climbing, sitting or leaning over the rail of the walking track is prohibited, as is touching or leaning against the windows. Basketballs, volleyballs or any other type of athletic equipment are not allowed on the track. Nothing is to be thrown from the track to the gym floor. Violations will be subject to removal from the FLC. All walking, running and jogging is to be done in the same direction (follow signs). No racing is allowed. Water, in a capped bottle, may be brought on to the Walking Track. Such bottles may not be set down on the track.
18. Storage Areas serve the entire FLC. Proper usage is required for each of these areas. Only authorized staff is allowed in these storage areas. Nothing may be placed in these areas without permission from the DRM. Anything removed from the storage area is to be promptly returned to that storage area.
19. All food and drinks are restricted to the Snack Area. NO EXCEPTIONS

## **Fee Schedule**

Minimal fees will be charged for some FLC activities and are intended to offset the cost of that particular activity. Fees are to be collected at the time of registration. Scheduling the use of any part of the FLC will be done through the DRM, secretary and bookkeeper. All reservations will require a signed contract.

Membership - Annual membership fee for FUMC members is as follows:

\$50.00 per household or \$25.00 per single

Annual membership fee for non-members of FUMC is as follows:

\$100.00 per household or \$50.00 per single

One (1) access card will be issued per membership. Additional cards may be requested for eligible family members at the cost of \$10.00 per card. Replacement of lost cards will also be \$10.00.

<u>Parties</u> -	EFUMC Members	\$50.00 (3 hour max.)
	Non-members	\$100.00 (3 hour max.)

A member of the EFUMC staff must be present. A \$25.00 refundable deposit will be required for keys. Non-profit Organizations will not be charged for usage if they are able to supply documentation of their cause. For-profit Organizations will be charged a percentage of their registration fees. This percentage will be decided on a case by case basis by the DRM and the contract holder.

Family Life Center  
Member Contract

Name: \_\_\_\_\_

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

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

Requested Date: \_\_\_\_\_

Time (2.5 hours max.): \_\_\_\_\_

Purpose: \_\_\_\_\_

Fees:

Rental fee \$50.00 \_\_\_\_\_

Key Deposit \$25.00 \_\_\_\_\_

Total \_\_\_\_\_

\*The key deposit will be refunded upon return of the FLC key.

By signing this you are agreeing that you have read and understand the FLC policies and procedures for using the facility for the above mentioned purpose. You are also agreeing that you are responsible for any damages incurred during your event.

\_\_\_\_\_  
Member Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Director of Recreational Ministries \_\_\_\_\_ Date

\_\_\_\_\_  
Bookkeeper \_\_\_\_\_ Date

\_\_\_\_\_  
Secretary \_\_\_\_\_ Date

Family Life Center  
Non-Member Contract

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone numbers: \_\_\_\_\_  
Requested Date: \_\_\_\_\_  
Time (2.5 hours max.): \_\_\_\_\_  
Purpose: \_\_\_\_\_

Fees:  
Rental fee \$100.00 \_\_\_\_\_  
Key Deposit \$25.00 \_\_\_\_\_  
Total \_\_\_\_\_

\*The key deposit will be refunded upon return of the FLC key.  
By signing this you are agreeing that you have read and understand the FLC policies and procedures for using the facility for the above mentioned purpose. You are also agreeing that you are responsible for any damages incurred during your event.

_____ Non-Member Signature	_____ Date
_____ Director of Recreational Ministries	_____ Date
_____ Bookkeeper	_____ Date
_____ Secretary	_____ Date

Family Life Center  
Non-Profit Organization Contract

Organization Name: \_\_\_\_\_  
Responsible Party: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone numbers: \_\_\_\_\_  
Requested Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Purpose: \_\_\_\_\_

\*The organization must present documentation supporting their organization.

By signing this you are agreeing that you have read and understand the FLC policies and procedures for using the facility for the above mentioned purpose. You are also agreeing that you are responsible for any damages incurred during your event.

_____	_____
Responsible Party Signature	Date
_____	_____
Director of Recreational Ministries	Date
_____	_____
Secretary	Date

Family Life Center  
Profit Organization Contract

Organization Name: \_\_\_\_\_  
Responsible Party: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone numbers: \_\_\_\_\_  
Requested Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Purpose: \_\_\_\_\_

Fees:

The DRM and the Responsible Party Have determined a percentage of the profit received from the function to be paid as compensation for using the FLC.  
That percentage is \_\_\_\_\_%.

By signing this you are agreeing that you have read and understand the FLC policies and procedures for using the facility for the above mentioned purpose. You are also agreeing that you are responsible for any damages incurred during your event.

_____	_____
Responsible Party Signature	Date
_____	_____
Director of Recreational Ministries	Date
_____	_____
Secretary	Date
_____	_____
Bookkeeper	Date



## **Inflatable Obstacle Course Rental Agreement and Hold Harmless Provision**



### **TIMING AND FEES:**

- The Inflatable Obstacle Course is available for **Indoor Use Only** in the EFUMC Family Life Center Gymnasium.
- The Inflatable Obstacle Course will be set up no later than 15 minutes prior to the start time of the event or party unless other arrangements have been agreed upon in advance.
- The Inflatable Rental Fee for EFUMC Members is \$150 for up to 3 hours usage, in addition to the \$50 facility usage fee.
- The Inflatable Rental Fee for persons who are not EFUMC Members is \$250 for up to 3 hours usage, in addition to the \$100 facility usage fee.

### **SET UP and OPERATION:**

- EFUMC will provide set up and take down of the Inflatable by EFUMC staff as part of the Rental Fee.
- The Rental Party must provide adequate supervision at the inflatable to insure proper usage and operation of the inflatable at all times including the following guidelines:
  - All occupants must remove their shoes before entering the unit.
  - All occupants should have an adult chaperone assisting them as they enter and exit the unit.
  - Occupants should be sorted by size—only occupants of the same size should be allowed in the unit at the same time—to provide protection for younger participants. Always insure that the unit is not overcrowded.
  - Occupants should remove glasses and dangling jewelry.
  - No roughhousing, horseplay, climbing, hanging, sitting or pulling on outer walls, sides, top or back of unit.
  - In the event that the blower stops working, please ensure that all users get off of the inflatable immediately and calmly. Check the fuses and make sure the blower tube or deflation tube has not come undone or something is not obstructing the blower. In the event that it overheats, or loses power, switch the blower off at the mains, then switch it back on again 1-2 minutes later to restart. If the unit fails to restart, please contact the Recreational Ministries Director to report the problem.
  - Food, drinks, candy, animals, shoes, silly string, face paints, party poppers, streamers, or sharp objects are NOT allowed in the Inflatable at any time to prevent damage to the unit. If the Rental Party chooses to deflate the equipment prior to the end of the event, it must be re-inflated before it is packed up to inspect for damage and receive a preliminary cleaning for removal and pack-up.
  - NEGLIGENCE or ABUSE—the Rental Party agrees to be responsible for any damage to the Inflatable Obstacle Course throughout their event time. If damage is incurred during their event, the Rental party will be responsible for damage fees which vary but are estimated below:

\$50—\$100 for additional cleaning fees	\$200—\$500 for repairs	\$4000—if unit is not repairable
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- **DO NOT let children play on the inflatable without adult supervision-at no time should the unit be left unattended.**

**HOLD HARMLESS PROVISION:**

The Rental Party agrees to indemnify and hold Enterprise First United Methodist Church (EFUMC) harmless from any and all claims, actions, suits, proceeding costs, expenses, damages and liabilities including reasonable attorney's fees arising by reason of injury, damage, or death to persons or property, in connection with or resulting from the use of Inflatable equipment, but not limited to the manufacture, selection, setup, possession, use, operation or breakdown of the equipment. EFUMC cannot, under any circumstances, be held liable for injuries as a result of acts of God, nature, or other conditions beyond its control or knowledge. Rental Party also agrees to indemnify and hold harmless EFUMC from any loss, damage, theft, or destruction of the equipment during the term of this contract and any extension thereof.

The Rental Party understands that the nature of recreational activities including the Inflatable Obstacle Course includes an inherent risk of danger which may includes personal injury to participants. It is with full understanding of the risks associated with these types of activities that the Rental Party and it's participants agree to indemnify and hold harmless EFUMC, its staff, directors, employees and/or representatives from any claim for any injury or damage which may result from participation in the event held on this property.

\_\_\_\_\_  
Rental Party Signature                      Date                      EFUMC Ministry Director Signature                      Date

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Reservation Details: \_\_\_\_\_

Rental Party: Name \_\_\_\_\_

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

Setup/Takedown Personnel: \_\_\_\_\_

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

ORIGINAL— EFUMC    COPY— RENTAL PARTY

**Note to Event Coordinator:**

Please be certain you give a copy of this page to your caterer, at the time you make arrangements with them. A signed copy must be returned to the Financial Secretary prior to the event.

**TO ALL CATERERS:**

The caterers who have been employed in the past for events have usually been cooperative in every way. In order to prevent any misunderstandings, we take this means to advise you concerning the following:

1. **All caterers using facilities in the church will be expected to leave the kitchen and reception area in a presentable, clean condition and to see that the kitchen equipment or other items used are not abused in any way.** *If any damage occurs, it will be the responsibility of the caterer.* All disposable trash should be placed in plastic bags or containers. You are asked to pick up any litter in the hallways, or outside the building that was not present when the event began. Our custodians will be responsible for normal clean up and take-down immediately following an event. You are asked to complete your clean-up as soon as possible which will allow them to complete their work in a reasonable time.
2. It is your responsibility to find out from the person who secured your services what time you may set up all equipment, supplies, decorations, etc. No dishes, silver, cups, or glasses will be available from the church unless the event is hosted by a church family member. A list of items available to church family members will be provided by the Event Coordinator.
3. Caterers are responsible for the cleaning of all items used. Please see checklist for kitchen use and clean-up.
4. If candles are to be used, they must dripleless candles. We also request that a nonflammable material be placed under all candles to protect the carpeting, tablecloths and woodwork.
5. There will be no smoking or use of tobacco products allowed in the church buildings at any time. No alcoholic beverages may be served or consumed on the church premises and no employee under the influence of alcohol or drugs will be allowed to participate or work.

**THE CATERER WILL BE HELD RESPONSIBLE FOR ANY DAMAGE TO FACILITIES, PROPERTY OR CHURCH EQUIPMENT CAUSED BY THEIR NEGLIGENCE OR THE NEGLIGENCE OF THEIR EMPLOYEES.**

## Checklist for Kitchen Use and Clean-up

	Wash, dry and place in appropriate drawers, shelves or closets all pots, pans, lids, trays and utensils.
	Thoroughly clean the stove tops.
	Thoroughly clean the inside of the ovens (if used).
	Thoroughly clean the inside of the warmer unit and trays (if used).
	Thoroughly clean the serving bar (if used) by removing all bins, washing and drying bins, then wiping down all surfaces.
	Wipe down all counter tops, tables, refrigerator and freezer.
	Thoroughly clean all sinks
	Remove any left over foods from the premises.
	Place dirty wash towels and/or drying towels in basket.
	Clean any spills in the refrigerator.
	Thoroughly clean the drink service area (if used). Clean all coffee pots and tea urns. Wipe down counter.
	Empty all trash cans and replace liners.
	Sweep the floor.
	Leave the paper goods closet in order.
	Empty and place back all ice chests and ice scoops.
	Make the office aware of any damage or any equipment that is not operating properly.

**Note to Event Coordinator:**

Please be certain you give a copy of this page to your florist, at the time you make arrangements with them. A signed copy must be returned to the Financial Secretary prior to the event.

TO ALL FLORISTS:

The florists of the community who have been employed in the past to decorate the church have usually been cooperative in every way. In order to avoid any misunderstandings, we take this means to advise you concerning the following:

1. **Florists decorating in any room of the church will be expected to leave the room in the same order in which they found it before decorating began.** Floral decorations and equipment should be removed from the building immediately following the event, unless they are to be left for use in the church's worship services.
2. No set-up will take place until 1:00 p.m. the day before the event unless prearrangements are made. No nails, tacks, screws, cellophane or masking tape, wire, or any other materials that could damage the plaster, paint, woodwork, or leave a residue are to be used.
3. If the event coordinator has notified the church that they will be leaving a flower arrangement for the worship service, please show the custodian on duty which arrangement is to be left in the sanctuary or narthex. Please rearrange the flowers in the regular church vases if they are in any other containers.
4. Total cleanup of everything you bring into the building is your responsibility. All disposable trash should be placed in plastic bags or containers. Please pick up any litter in the hallways or outside the buildings that was not present when the event began. After the event, please remove all floral tape, leaves, residue and any spilled dirt from potted plants, ferns, floral arrangements, etc.
5. Saucers must be placed under all live plants that are brought into the building.
6. If candles are to be used, they must be mechanical or dripless candles. The only exception is for a unity candle. We also request that a nonflammable material be placed under all candles to protect the carpeting, tablecloths and woodwork.
7. No rice, confetti, real flower petals, or other material may be thrown inside the church buildings.
8. There will be no smoking or use of tobacco products allowed in church buildings at any time. No alcoholic beverages may be served or consumed on the church premises and no guest or employee under the influence of alcohol or drugs will be allowed to participate or work.

THE FLORIST WILL BE RESPONSIBLE FOR ANY DAMAGE TO CHURCH FACILITIES CAUSED BY THEIR NEGLIGENCE OR THE NEGLIGENCE OF THEIR EMPLOYEES.

**Note to Event Coordinator:**

Please be certain you give a copy of this page to your photographer/videographer, at the time you make arrangements with them. A signed copy must be returned to the Financial Secretary prior to the event.

TO ALL PHOTOGRAPHERS AND/OR VIDEOGRAPHERS:

1. Please, no standing on pews or church furniture to take photographs.
2. There will be no smoking or use of tobacco products allowed in church buildings at any time. No alcoholic beverages may be served or consumed on the church premises and no guest or employee under the influence of alcohol or drugs will be allowed to participate or work.

THE PHOTOGRAPHER/VIDEOGRAPHER WILL BE RESPONSIBLE FOR ANY DAMAGE TO CHURCH FACILITIES CAUSED BY THEIR NEGLIGENCE OR THE NEGLIGENCE OF THEIR EMPLOYEES.

## EVENT SCHEDULE OF FEES

The following fees are required and must be paid in full to the Financial Secretary at least two weeks prior to the event. A security deposit must be paid at the time the facility is reserved. The security deposit will be refunded after the event provided there is no damage to the church facility.

	<u>MEMBER</u>	<u>NON-MEMBER</u>
<b>CUSTODIAL FEES</b>		
Hourly fee (2 hour minimum)	\$50 per hour	\$50 per hour
<b>FACILITY FEES</b>		
Sanctuary	N/C	300
Parlor (Church Members Only)		
Wedding Reception	150	N/A
All other events	75	N/A
New Fellowship Hall	100	250
Old Fellowship Hall	50	150
New Fellowship Hall Kitchen	75	100
Old Fellowship Hall Kitchen	50	75
Family Life Center	50	50
<b>MINISTER'S FEE (If applicable)</b>	Honorarium	150
<b>ORGANIST/PIANIST</b>		
(total for any rehearsals and event)	150	200
<b>SOUND TECHNICIAN</b>		
Event	75	75
Rehearsal (Fee charged for each Rehearsal)	75	75
<b>AUDIO/VISUAL TECHNICIAN</b>		
Event	75	75
Rehearsal (Fee charge for each Rehearsal)	75	75
<b>EVENT COORDINATOR (If needed)</b>	N/C	N/C
<b>NURSERY WORKERS (2 workers, 2 hour minimum each)</b>	15 per hour	15 per hour
Additional workers as needed (2 hour minimum each)	15 per hour	15 per hour
<b>SECURITY DEPOSIT</b>	350	350

**FIRST UNITED METHODIST CHURCH  
APPLICATION FOR USE OF CHURCH FACILITY**

Person Applying \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Member of EFUMC? \_\_\_\_\_ If not, what relation to EFUMC member? \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Parts of facilities to be used: Sanctuary \_\_\_\_\_ Parlor \_\_\_\_\_ New Fellowship Hall \_\_\_\_\_

Old Fellowship Hall \_\_\_\_\_ Kitchen Facilities: New \_\_\_\_\_ Old \_\_\_\_\_

Nursery \_\_\_\_\_ Family Life Center \_\_\_\_\_

Will, you be using: The sound system? \_\_\_\_\_ Video system? \_\_\_\_\_

Kneeling cushions? \_\_\_\_\_ Organ? \_\_\_\_\_ Piano? \_\_\_\_\_

Music stands? \_\_\_\_\_ How many and where? \_\_\_\_\_

Microphones? \_\_\_\_\_ How many and where? \_\_\_\_\_

Would you like to leave the flowers in the Sanctuary for the Sunday morning worship services? \_\_\_\_\_ Yes \_\_\_\_\_ No

# BUILDING USE AGREEMENT FORM

	COST
Sanctuary Event Fee	\$ _____
Parlor Event Fee	\$ _____
New Fellowship Hall Event Fee	\$ _____
Old Fellowship Hall Event Fee	\$ _____
NFH Kitchen Event Fee	\$ _____
OFH Kitchen Event Fee	\$ _____
Family Life Center Event Fee	\$ _____
Other Services	
Audio/Visual Tech.	\$ _____
Pianist	\$ _____
Organist	\$ _____
Custodial Fee	\$ _____
Nursery Workers	\$ _____
Total Cost	\$ _____
Security Deposit	\$ _____
Total Amount Due	\$ _____

ALL CHECKS ARE TO BE MADE PAYABLE TO  
ENTERPRISE FIRST UNITED METHODIST CHURCH

### Payment Record

Date \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Received By \_\_\_\_\_

Date \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Received By \_\_\_\_\_

# PROPERTY USE AGREEMENT

\_\_\_\_\_ (“the property user”) has asked THE ENTERPRISE FIRST UNITED METHODIST CHURCH (the church) for permission to use the Church property \_\_\_\_\_ located at 217 South Main St., Enterprise, AL.

The use of the facilities shall begin on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, for the following time period: \_\_\_\_\_. The property shall be used for the purpose of \_\_\_\_\_.

We agree to comply with the rules and regulations of the First United Methodist Church of Enterprise regarding church use. We understand that our security deposit will be refunded after the event provided no damages are incurred. We have read the requirements and guidelines listed on the sheets attached to this application and agree to abide by them. We will make every effort to insure that our guests do likewise. We understand that ultimately we are responsible for any damage resulting from the actions of our guests, decorators, and others connected with the event.

In consideration of being allowed to use the property, the Property User and its officers and agents, if any, enter into the following agreement: The Property User shall indemnify, hold free and harmless, assume liability for, and defend the Church, its agents, members, employees and officers, from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery cost, court costs, and all others sums which the Church, its agents, members, employees and officers may pay or become obligated to pay on account of any, all and every demand for claim or assertion of liability, or any claim or action thereon, arising or alleged to have arisen out of the Property User's use of real or personal property belonging to the Church, and from any claims or action arising by reason of any action or omission by the Church, its members, agents, servants, employees or officers.

Applicant's Name (printed): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date approved by Church Staff: \_\_\_\_\_