

City Heights United Methodist Church Policy for Using Facilities

The building and grounds of the City Heights United Methodist Church are held in trust for the United Methodist Church and are to be used for the glory of God and the edification of God's people. All uses of these facilities are to be mindful of this responsibility. The following policies are provided with this trust in mind.

SCHEDULING:

All weddings, services, and programs, must be scheduled through the pastor and cleared by the Chairperson of the Trustees, through the Church Council.

ROOMS AVAILABLE:

The Fellowship Hall, Family Life Center, Kitchen, Designated Classrooms, and Sanctuary may be used for services and programs. **THERE IS NO SUGGESTED MINIMAL DONATION FOR NON-PROFIT GROUPS APPROVED BY THE CHURCH COUNCIL.** (However, appropriate fees may apply for clean up, utilities, nursery, kitchen and needed personnel). If the Kitchen is used, a Kitchen Host/Hostess from City Heights will be required for events which are not official functions of the Church or an official group or class within the Church.

FAMILY LIFE CENTER GYM:

All groups must be under the sponsorship of City Heights UMC and under the supervision of a Church member or responsible party designation by the Church Council, who has agreed to be present and responsible. This person will be responsible for turning off lights, heat/air, locking doors, and basic cleaning. There will be no setting on tables, throwing balls to the ceiling, or other destructive behavior. Groups are requested to put back furniture that is moved for activities. Availability of the Family Life Center/Gym must be scheduled through the pastor and cleared by the Chairperson of the Trustees, through the Church Council. Activities which occur on a regularly scheduled basis must be put on the Church Calendar.

CLEAN UP:

All furniture moved for any event must be put back in its place following the event. Wedding parties or groups using any of the facilities are responsible for flowers, candles, decorations, and serving items—both set up and clean up. Church custodians may be available to set up and take down tables and chairs, vacuum, dust, sweep, and mop after an event, for a fee, that are not official church functions. At weddings where rice or bird seed is thrown, someone must sweep up remains immediately following the wedding.

CEREMONIES:

The use of rituals other than those established by the United Methodist Church must be approved by the City Heights pastor through the Church Council. All weddings will be officiated by a United Methodist pastor, or otherwise be approved by the City Heights pastor through the Church Council. Wedding will be preceded by at least 3 sessions of premarital counseling.

RECEPTION/MEAL SERVING:

If the Kitchen, Fellowship Hall, or Family Life Center is used, a Host/Hostess from City Heights will be required for non-church members. No alcoholic beverages are permitted. No smoking is permitted inside the building.

MUSIC:

Musicians, if not from City Heights, must be approved by the pastor. If musicians from City Heights are used, all music must be in their hands two weeks prior to event. The sound system must be operated by an official City Heights sound system operator, after consulting with the pastor.

DECORATIONS:

The wedding party or group is responsible for all decorations, candles, flowers, etc. If the Sanctuary is adorned for Christmas, Easter, or other church occasion, the items will not be removed. Drop cloths must be placed under all candles (even drip-less).

PHOTOGRAPHS:

Photographs may be taken before and after a ceremony in the sanctuary or chapel. NO photographs will be taken during the service which would distract from the ceremony. With permission of the pastor, video recorders may be set up in the rear of the church. They must run without assistance.

DRESSING AREA:

Rooms used for dressing areas are to be left as they were found. Be sure to remove all garment bags, boxes, coat hangers, and other items.

NURSERY:

If a nursery is desired, arrangements must be made two weeks in advance. The group or party is responsible for payment.

FINANCIAL ARRANGEMENTS:

___Custodian:	\$25.00 (small events, 30 or under) \$50.00 (wedding only or large events—over 30 people) \$100.00 (wedding and reception)
___Kitchen Host/Hostess:	\$25.00* per event (this person is not there to cook or clean but to oversee the use of the kitchen)
___Nursery Workers:	\$10.00 hour per worker
___Pianist	\$25.00* (rehearsal) \$50.00* (event) or as agreed between parties
___Soloist/Musicians	\$25.00* (rehearsal) \$50.00* (event) or as agreed between parties
___Sound System Operator	\$25.00* per session
___Pastor:	For members there is no fee. An Honorarium for counseling, rehearsal, and event, is appropriate for members.

SUGGESTED MINIMAL DONATION FOR BUILDING USE BY NON-MEMBERS:

___Sanctuary Usage:	\$50.00* (One Event or Wedding Only) \$100.00 (Wedding and Rehearsal) (SMD may be waived for non-members involved in the church)
___Fellowship Hall:	\$50.00* (SMD may be waived for non-members involved in the church)
___Family Life Center	\$50.00* (SMD may be waived for non-members involved in the church)
___Church Representative	\$25.00* per event. (This person will open doors, lock up, and check the building)
___Pastor:	\$50.00 * (Consultation and making arrangement with another pastor) \$200.00* (Including counseling sessions, rehearsal, and wedding) *

Suggested Minimal Donations (SMD) are based on a time period of no more than 4 hours. Suggested Minimal Donations for events longer than the 4 hour time period will be considered on a case by case basis.

The following information must be completed to place an event on the church calendar. A copy will be placed in a file. As payments and/or suggested minimal donations are received, we will be able to record them properly.

EVENT: _____

DATE: _____

TIME: _____

NAME: _____

SIGNATURE: _____

PRIMARY PHONE: _____

WORK PHONE: _____

FINANCIAL TOTAL: (CHECK THE ABOVE ITEMS.) \$ _____

SUPERVISING PARTY: _____

(a Church member or responsible party designation by the Church Council, who has agreed to be present and responsible for supervising the event on behalf of the Church)

FEE/DONATION(S): _____

DATE(S) OF RECEIPT: _____