

RESERVATION OF CHURCH FACILITY FORM FOR MEMBERS
FIRST UNITED METHODIST CHURCH
DAYTON, TENNESSEE 37321

The First United Methodist Church has been a place of worship for over 150 years. In order to be good stewards of this historic place and ensure its continued ministry, guidelines for the use of facilities are necessary. Following you will find policies and forms that will enable the different programs and outreaches of this church to schedule and utilize the facilities. The purpose of these forms is not to restrict any group, but to coordinate so that each can be an effective ministry.

Please note the new procedures for the use of table linens, glassware, and food service items purchased and/or donated by our church and church family that are stored in the fellowship hall closet. The items will be available for approved church functions only by completing a sign out form in the church office. This form will help prevent scheduling conflicts for the use of items as well as keeping a record of where the item might be.

In order for our custodian to have the time needed to clean our church, no one will be able to reserve the church facility for an event lasting after 8:00 p.m. on Fridays & Saturdays. There should be only one event scheduled for each day and should be coordinated with the custodian.

Your cooperation is appreciated as we strive to be responsible caretakers of our resources and to service of God through the ministries of our church.

For assistance call:

FUMC office	775-0262
Kitchen Committee Chairman, Jane Tayloe	775-6706
Altar Guild Chairman, Billie Doty	775-3354
Sound System Coordinator, David Ray Brown II	775-1080
Organist, Edwina Taylor	775-1668
Custodian, Jane Tayloe	775-6706
Nursery Coordinator, Lindsey Bamber	775-6520
Trustee, David Ray Brown II	775-1080

FIRST UNITED METHODIST CHURCH
993 Market Street, Dayton, TN 37321

RESERVATION OF CHURCH FACILITY FORM FOR MEMBERS

This **FORM MUST BE COMPLETED BY THE PERSON** who wishes to reserve the church facilities! Upon approval, applicable fees must be paid **before** date is secured on the church calendar. Failure to do so will forfeit the use of the church facilities for that date.

A **\$75.00 deposit** is required for members when submitting this form for reservation of church facilities and will be applied for custodial fees. In the event that the function is cancelled, refunds will be given up to two weeks prior to the scheduled event.

Name: _____

Address: _____

Telephone: _____

Other Responsible Party: Name: _____

Address: _____

Telephone: _____

Facilities Requested: _____

Wedding	Date _____	Time _____	Fee _____
Rehearsal	Date _____	Time _____	Fee _____
Rehearsal Dinner	Date _____	Time _____	Fee _____
Reception	Date _____	Time _____	Fee _____
Organist	Date _____	Time _____	Fee _____
Sound System Specialist	Date _____	Time _____	Fee _____
Other Uses	Date _____	Time _____	Fee _____

Explain: _____

Signature: _____

Date: _____

Fee Received by: _____

** This form will be kept in the church office with copies given to the parties involved. i.e.: Pastor, custodian, kitchen committee, organist, sound system specialist, and church council members, etc.

FIRST UNITED METHODIST CHURCH
DAYTON, TENNESSEE

FEE SCHEDULE FOR USE OF CHURCH FACILITIES - MEMBERS

A deposit of **\$75.00 is required** upon submission of the **Reservation of Church Facilities Form** which will be applied to the custodian fee. **All fees** must be paid at the time of reserving the church facilities. In the event that the function is cancelled, refunds will be given up to two weeks prior to the scheduled event. All keys must be signed out through the church office. The key must also be returned within 48 hours of said function. There will be a \$25.00 charge for lost keys.

- I. Church Programs and functions i.e.: W.N.L., Youth, UMW, Scouts, VBS, Emmaus-Small Groups, Preschool, Mother's Day Out, etc. The coordinators of the function involving the Fellowship Hall, Family Life Center or Kitchen are required to complete the reservation form when securing the dates on the church calendar. Fees are waived unless custodial services are required at a rate of \$10.00 an hour.
- II. Non-Profit Public Service, 501©3 - i.e.: Blood Bank, Glaucoma Clinic, YMCA, Christian Women's Club, Scouts, Red Cross, or others as approved by the Committee. Facility Fees are waived as long as there is a church member who submits the application form and sponsors the group. The Trustees, Policy Committee or Administrative Board may provide guidance
 - A. Facility - No charge
 - B. Custodian - \$75.00**
- III. Approved Public Service - MEMBERS of the church - i.e.: Teas, Showers, Emmaus-Formal Groups, Anniversary, Birthday Parties or Reunions.
 - Fellowship Hall of Family Life Center
 - A. Facility - No charge
 - B. Custodian - \$75.00**
- IV. An additional custodial fee of \$10.00/hr. may be charged if excessive cleaning is needed. Additional fee will be charged to cover any cost of damage incurred to building and furnishings.
- V. For profit organizations - i.e.: Mary Kay, Tupperware, Longerberger, Home Interior, Creative Memory, Christmas Around the World, etc. are not permitted to use the church facilities. The church cannot be used by any group making a profit or charging an entrance fee.
- VI. Use of Facilities for Weddings
Note: All couples desiring to use the First United Methodist Church facilities shall meet with the Pastor for consultation prior to approval of the Reservation of Facilities Form for the wedding. Music is subject to approval by the Pastor or his designee.

**Custodial fees are required and non-refundable if the group requires set up and removal of tables and chairs and clean up. If the group has proved they are reliable and clean up after themselves, the custodial fee may be waived by meeting with the custodian to get written approval.

VII FEES FOR FACILITIES FOR EVENTS - MEMBERS

Key Fee	\$0.00
Wedding/Recital (Sanctuary Only)	no charge
Custodian:	\$75.00 *

Rehearsal and Wedding/Recital	
Facilities:	no charge
Custodian:	\$100.00 *

Rehearsal, Wedding/Recital and Reception	
Facilities:	no charge
Custodian:	\$125.00 *

Rehearsal, Rehearsal Dinner, and Wedding	
Facilities:	no charge
Custodian:	\$150.00 *

Rehearsal, Rehearsal Dinner, Wedding and Reception	
Facilities:	no charge
Custodian:	\$175.00 *

Organ: Available with the use of the First United Methodist Organist.
\$75.00 **

Sound System Specialist \$50.00 **

**Depending on the length of the ceremony, must be coordinated with the organist and sound system specialist.

Any use of Facility must not interfere with regular church service or any other scheduled church activity.

VIII USE OF CHURCH FOR FUNERAL SERVICES

a. Facilities:	No charge
b. Custodian:	\$75.00 ***

*** Custodial fees are non-refundable.**

***May be paid by the funeral home or from undesignated memorial funds.

FIRST UNITED METHODIST CHURCH
Dayton, Tennessee
RULES FOR USE OF BUILDING AND EQUIPMENT

A. USE OF BUILDING

1. Because church related events have priority, the use of the building cannot be promised to a non-church activity more than two weeks in advance. All weddings (either member or non-member) and scouts are considered church related events.
2. It shall be the responsibility of the person that requests the use of the building to see that the building is left in the same condition as they found it. Complete **Checklist** attached and submit it to the church office after the event.
3. The Administrative Board has adopted this policy: "**SMOKING** or use of **TOBACCO** or use of **ALCOHOLIC BEVERAGES** are not allowed in the church buildings or on church grounds."
4. Language and behavior in general must be in keeping with the above stated purpose of the buildings.

B. USE OF TABLES

1. **NO** round or rectangular white tables are to leave the church premises. The following rules apply to the older brown rectangular tables.
2. **MEMBERS** wishing to use church tables must reserve them through the church office or contact chairperson of Trustees or Kitchen Committee. Borrowers **must sign out and pay for the tables and chairs** when taking. Upon returning, borrowers must sign them back in.
3. Tables removed from the church premises shall be returned promptly after use, and are to be in the same condition as when received by the user.
4. Due to damages to the lending of tables in the past, there will be a rental charge of \$10.00 per table or \$1.00 per chair. Any damages will be charged to the borrower.

C. USE OF KITCHEN

1. The member using the kitchen must lock the pantry and return the keys promptly. The person responsible for the group's use of facilities may obtain the pantry key. Church paper products such as plates, napkins, table coverings and silverware are to be used **ONLY** for church activities such as Sunday School, Fellowship Dinners and Wednesday Night Suppers, etc. The form in the pantry should be filled out when using or needing to use more than 10 items so that adequate supplies will be available. Any programs which have their own budget, i.e.: UMW, EMMAUS, Youth, Mother's Day Out, Preschool, or Scouts should provide their own kitchen supplies.
2. All dish clothes and towels are to be left in the kitchen so that a kitchen committee member can pick them up for laundering. Please do not remove them from the kitchen.

3. **COUNTERTOPS-- DO NOT** place hot pans on countertops. **DO NOT** use countertops for cutting boards.
4. In case an appliance is out of order, notify the office or kitchen committee member.
5. Nothing may be removed from the kitchen without approval of the Kitchen Committee Chairman or Co-Chairman. When approved you **must** sign for these articles in the church office.
6. **TABLE LINENS--** may not be used without permission of the Kitchen Committee and will be signed out by the responsible party. A fee of \$10.00 will be charged for the use of each cloth for non-church related groups. They may not be used outside the church. Linens must be left in the kitchen to be laundered.
7. The Industrial dishwasher can be used with prior training or using the instructions that can be found in the cabinet above the dishwasher. If you need further instructions, please contact one of the kitchen committee members.
8. The kitchen is to be left as you find it with dishes, pots and pans etc. washed and put away. All counters and appliances shall be wiped down and floors swept. All trash must be removed as you leave. **VERY IMPORTANT:** Make sure all appliances are turned off including the exhaust fans.
9. Any damages to any of the appliances and or equipment etc. will be repaired or replaced at the expense of the person using the kitchen. Please report any problems to the church office or custodian.
10. In effort to be good stewards of the items purchased or donated by our church family the closet in the fellowship hall containing table linen, glassware and food service items will be locked. The items will be available for approved church functions through the church office or kitchen committee member with a sign out form.

D. NURSERY

A nursery is provided for all church services. For other activities a nursery worker must be scheduled through the nursery coordinator. The fee for a nursery worker is \$10.00 per hour with the minimum being \$20.00.

E. USE OF VAN

1. The First United Methodist Church van shall only be available for use by groups affiliated with our church on a "first-come", first-serve basis. Reservations are made through the church office.
2. An adult member of the church must drive the van at all times and must be registered at the church office as an approved van driver.
3. The van must have a minimum of 5 persons for any activity to make use of the van practical.
4. Each group shall be responsible for the operational expenses of the van. It **must** be returned with the same amount of gas as when it was taken. The oil should also be checked and quarts added as indicated.
5. Each group shall see that the interior is cleaned and swept after each use.
6. Each group will be responsible to see that no one abuses the van during use.
7. The Youth and Children's group shall have a minimum of one (1) chaperone in addition to the driver. Certain trips may require more chaperones as determined by the group leader & van committee.
8. A church related trip takes precedence over an outing or recreational trip if such conflict should arise.
9. The Trustees will be responsible for all major repairs and the chairperson and/or Co-chairperson will be responsible for the maintenance of the van.
10. The Trustees will be the governing body over the use and operation of the van. The committee will have the final voice on all use of the van.
11. The van shall always be equipped with a first aid kit, fire extinguisher, warning flares, and flash light.

*** Interpretation and applications of these policies are at the discretions of the Pastor and/or Policy Committee.

Revised _____
Approved by the Administrative Council

REGULATIONS FOR USE OF SANCTUARY

Please remember the Sanctuary is an important place of worship to the people of First United Methodist Church. It is considered Holy because of our religious experiences. Therefore we ask all who wish to use our Sanctuary to treat it with respect and to observe the following regulations:

1. The Cross must not be obstructed by having anything placed in front of it on the altar that is taller than the horizontal arms of the cross.
2. The altar, candlesticks and cross should never be moved except by the worship chairperson or a member of the altar guild.
3. White Paraments on altar, pulpit and lecturn are to remain in place for all weddings.
4. Chairs may be moved for wedding service but should be replaced after service. Pews may never be removed.
5. Sound system should not be adjusted or used except by person so designated by the church.
6. Piano should not be moved from its present position.
7. Music: vocal or instrumental should be traditional or classical or Christian.
8. All religious ceremonies shall be Christian by nature and character.
9. Flowers shall not be so excessive as to overshadow altar and cross.
10. Funerals: casket may be open or closed depending upon the wishes of the family.
11. No food or drinks (other than water if necessary) other than communion are allowed in the sanctuary.
12. Only dripless, metal encased candles (Florist Candles) are to be used on the altars or for weddings. The decorator for weddings will be responsible for protecting the carpet and upholstery from wax and burns.
13. No tape is to be used in the Fellowship Hall, Family Life Center or in the Sanctuary in order to protect paint finish.

CHECKLIST FOR CLEAN-UP/CLOSURE OF CHURCH FACILITIES

Name: _____ Telephone Number: _____

- _____ Clean and return all utensils, dishes, glassware and silverware to their proper place.
- _____ Counters, Sinks, Stove and appliances cleaned. Clean the smooth top ranges with **Soft scrub** only! All stainless steel appliances are to be cleaned with the stainless steel cleaner only! Soft scrub and stainless steel cleaner can be found under the kitchen sink.
- _____ Stove, dishwasher, and other appliances are turned off.
- _____ Floors cleaned.
- _____ Carpet vacuumed (The vacuum is located in the closet behind the water fountain, under the stairs.)
- _____ Family Life Center floor dusted and mopped (The dust mop is located in the closet behind the water fountain, under the stairs.)
- _____ Tables left as is and chairs folded, stacked and placed on top of the tables.
- _____ Soiled linens should be left on the kitchen counter for a kitchen committee to launder (separate policy and form available for use of damask table linen.)
- _____ ALL garbage is to be bagged and removed to the outside receptacle located just outside the kitchen door.
- _____ Toilets are to be flushed and bathrooms left in good order.
- _____ Turn off **ALL** lights.
- _____ **DO NOT CHANGE** thermostats.
- _____ Lock all windows and doors that may have been used. Make sure church is secured.
- _____ Refrigerator must be cleaned out and **ALL FOOD REMOVED** that was brought in.

Signature: _____

Date: _____

Please report any problems to the church office.

Return this completed checklist to the Church Secretary's Office.

KITCHEN SUPPLIES CHECKOUT FORM

<u>DATE</u>	<u>ITEMS DESCRIPTION</u>	<u>NUMBER OF ITEMS</u>	
		<u>TAKEN</u>	<u>NEEDED</u>
_____	PLATES: 10 inch divided	_____	_____
_____	8 inch undivided	_____	_____
_____	6 inch dessert	_____	_____
_____	paper	_____	_____
_____	BOWLS: Carryout containers divided	_____	_____
_____	Large undivided	_____	_____
_____	Small undivided	_____	_____
_____	Rectangle (hotdog)	_____	_____
_____	CUPS: Red 18 oz plastic	_____	_____
_____	Small 9 oz paper	_____	_____
_____	16 oz foam	_____	_____
_____	8 oz foam	_____	_____
_____	NAPKINS Prefolded	_____	_____
_____	Plain unfolded	_____	_____
	PLASTIC WARES:		
_____	Spoons	_____	_____
_____	Forks	_____	_____
_____	Knives	_____	_____
	OTHER ITEMS:		
_____	_____	_____	_____
_____	_____	_____	_____

Requested or Taken by: _____

Activity or Group using items: _____

TABLE/CHAIRS RENTAL FORM
FIRST UNITED METHODIST CHURCH
Dayton, Tennessee

FOR MEMBERS ONLY

Name: _____

Telephone: _____

Address: _____

Reason you need the tables: _____

Number of Tables Needed: _____ x \$10.00 = _____

Number of Chairs Needed: _____ x \$ 1.00 = _____

Total Amount: _____

Signature: _____

Date: _____

A charge of \$10.00 is required per table or \$1.00 per chair.

Total Rental Fee: _____ / _____
AMOUNT INITIALS

Date Equipment Taken: _____ Checked out by: _____

Date Equipment Returned: _____ Checked in by: _____

*****Only specified tables will be rented from First United Methodist Church. No round or oblong tables that are white plastic will be removed from the premises.**