

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

The First United Methodist Church of Dayton welcomes you. This has been a place of worship for over 150 years. Our primary function is to glorify God and spread the good news of Jesus Christ. As an outreach to our community, the facilities are available to non-members for weddings and appropriate events. Attached you will find information on the use of our facilities. By conforming to these guidelines, you will be helping us be good stewards of this historic place and ensuring its continued ministry.

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	775-1078
Nursery Coordinator, Lindsey Bamber	775-6520
Trustee, David Ray Brown II	775-1080

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 and there should be only one event at a time and be coordinated with the custodian.

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

RESERVATION OF CHURCH FACILITY FORM FOR NON-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. All fees must be paid by non-members 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.

Name: _____

Address: _____

Telephone: _____

Other Responsible Party: Name: _____

Address: _____

Telephone: _____

Facilities Requested: _____

Key Fee	Date _____	Time _____	Fee _____
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Wedding	Date _____	Time _____	Fee _____
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Rehearsal	Date _____	Time _____	Fee _____
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Rehearsal Dinner	Date _____	Time _____	Fee _____
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Table Cloths (\$10.00 each)	Date _____	Number Used: _____	Fee _____
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Reception	Date _____	Time _____	Fee _____
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Organist	Date _____	Time _____	Fee _____
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Sound System Specialist	Date _____	Time _____	Fee _____
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Other Uses	Date _____	Time _____	Fee _____
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Explain: _____

Signature: _____

Date: _____

Fee Received by: _____ Date: _____

** 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
Non-Members

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. If a church key is needed an additional \$25.00 will be required for deposit. All keys must be signed out through the church office. The key must also be returned within 48 hours of said function. Deposit will be returned upon return of the key.

- I. Non-Profit Public Service(501(C)3) - i.e.: Blood Bank, Glaucoma Clinic, YMCA, Christian Women's Club, Scouts, Red Cross, or others as approved by the pastor. 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. Custodian - \$75.00

- II. Approved Public Service - **NON-MEMBERS** of the church - i.e.: Teas, Showers, Flower Shows, Anniversary, Birthday Parties or Reunions.
 - Fellowship Hall of Family Life Center
 - A. Facility --- \$200.00
 - B. Custodian - \$75.00 - for less than 20 people, \$100.00 for 21 people or more.

- III. 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 damaged incurred to building & furnishings.

- IV. For profit organizations - i.e.: Mary Kay, Tupperware, Longerberger, Home Interior, Creative Memory, Christmas Around the World, etc. are no longer permitted to use the church facilities. The church cannot be used by any group making a profit or charging an entrance fee.

- V. 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.

- VI. Due to liability, there will not be a nursery worker provided for non-member events. Use of the nursery must be coordinated with the Nursery Coordinator, Lindsey Bamber.

VII FEES FOR FACILITIES FOR EVENTS / NON-MEMBERS

Key Fee \$25.00
Wedding/Recital (Sanctuary Only) \$100.00
Custodian: \$75.00 *

Rehearsal and Wedding/Recital
Facilities: \$200.00
Custodian: \$100.00 *

Rehearsal, Wedding/Recital and Reception
Facilities: \$250.00
Custodian: \$125.00 *

Rehearsal, Rehearsal Dinner, and Wedding
Facilities: \$300.00
Custodian: \$150.00 *

Rehearsal, Rehearsal Dinner, Wedding and Reception
Facilities: \$350.00
Custodian: \$175.00 *

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

Sound System Specialist \$50.00 **

**Fees may increase if additional time is necessary. This 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 APPROVED SPIRITUAL EVANGELISTIC SERVICES.

a. Fee for utility cost: \$50.00 /day
b. Custodian: \$75.00 *

IX. USE OF CHURCH FOR FUNERAL SERVICES

a. Facilities: \$ 50.00
b. Custodian: \$ 75.00 *

*Advise funeral homes of the custodial fees, which should be charge to them.

*Custodial fees are non-refundable.

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 the **Checklist** attached and return it to the church office after the event.

3. The Administrative Board has adopted a **NO SMOKING** policy and **NO ALCOHOLIC BEVERAGE** drinking are allowed on the church premises.

4. Language and behavior in general must be in keeping with Christian standards.

B. USE OF KITCHEN

1. 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.**
2. **COUNTERTOPS-- DO NOT** place hot pans on countertops. **DO NOT** use countertops for cutting boards.
3. Nothing may be removed from the kitchen without approval.
4. 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.
5. The smooth top ranges in the kitchen need to be cleaned with **Soft scrub only!** This can be located under the sink in the kitchen.
6. The Industrial dishwasher can be used with prior training by a kitchen committee member.
7. All stainless steel appliances are to be cleaned with the stainless steel cleaner which is located under the kitchen sink.
8. All food items that are left over must be removed from the refrigerator.
9. The kitchen is to be left as you find it with dishes, pots and pans etc. washed and put away. All counters and appliances 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.
10. 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. In case an appliance is out of order, notify the office or kitchen committee member.

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 visitors who wish to use our Sanctuary to treat it with respect and to observe the following regulations:

1. The Cross on the altar must not be obstructed by having anything placed in front of it 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 communion is allowed in the sanctuary.
12. Only drip less, metal encased candles (Florist Candles) are to be used. Whoever is decorating 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.

First United Methodist Church
Dayton, TN 37321 (423) 775-0262

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 and Sinks cleaned.
- _____ Stove, dishwasher, and other appliances are turned off and cleaned.
- _____ 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.