

Facilities Users' Guide to the First United Methodist Church of Van Alstyne

1.1. Introduction

This section of the larger Facilities Usage Policy document is intended as a handout to prospective users of facilities at the First United Methodist Church. The guidelines herein have been established in an effort to communicate the expectations of the church staff and reduce potential misunderstandings. Adherence to these guidelines should ensure an enjoyable relationship between all interested parties.

1.2. User's Responsibility

The person making reservations (member or visitor) is responsible for:

- a. Gaining access to the locked building as required (e.g., key sign out from the church office)
- b. Ensuring the safety of those present at the event
- c. Controlling access to the entire building during the event so that
 - (1) The building is not subject to entry by unauthorized persons and
 - (2) Unused parts of the building remain clean and secure from unnecessary entry.
- d. Setting up furniture, equipment or decorations
- e. Conducting the event
- f. Returning the space, furniture and equipment to the previous condition (including lights, thermostats, etc.) unless instructed otherwise by the next user or church staff.
- g. Clean-up, see section 1.2.1
- h. Securing the entire facility by ensuring all outer doors are locked or notifying other current occupants of their departure.
- i. Returning the borrowed key(s) to the church office
- j. Any damages to the facility, equipment and furnishings incurred during the event shall be reported immediately to a member of the church staff.

1.2.1. Clean-up

The organizer of the event is responsible for minor and major cleaning of the areas used during the event. Church-owned equipment (e.g., vacuum) and a small amount of supplies may be used for clean up if available.

If the time or effort required for cleanup is beyond the capabilities of the event organizer, the event organizer has the responsibility to make arrangements with the church staff for clean up and to compensate the church for that effort. These arrangements and compensation should be made at the time the reservation is requested.

In all cases the time required for clean up must be included in the time reserved such that the space is immediately available to the next user.

1.2.2. Deposits and Refunds

Failure to comply with any of the regulations herein may result in forfeiture of part or all of the deposit. Users should inspect the area, equipment and furniture they have reserved prior to use. Any damage should be reported immediately to a member of the church staff.

Prior to refunding the deposit, the church staff will inspect the area for damage. Deposits may be withheld to cover the cost of damages.

Deposits will be generally refunded to the user within one week of the reserved time, unless the Church staff is aware of a reason not to refund the deposit. If the Church staff finds a reason not to refund the deposit, the staff will notify the user. The decisions of the church staff in the matter of refunds may be appealed to the Church Council for a final determination.

1.3. Heating and Cooling

As a cost control measure, many areas of the Church property may not be maintained at a comfortable temperature level at all times. Persons approved for use of the facilities are allowed to make reasonable adjustments in the thermostat temperature settings prior to and during the scheduled events.

In the Worship Center individual thermostats may be set to manual and temperature adjustments made as required. It is important for the organizers of events to coordinate thermostat settings with other users. The thermostats must be returned to the automatic setting when the activities are completed.

In the Sanford Activities Center, air temperature is controlled from a central location and must be programmed from a computer. The Church staff will take steps to meet the needs of the event organizer at the time the reservation is requested.

Remember that heating and cooling is a significant operational expense and will impact future user fees.

1.4. Supervision and Child Care

The Sanford Activities Center has infant and toddler nursery rooms available. It is always the responsibility of the event organizer to arrange for an adequate number of nursery workers to be on site if childcare is required. Compensation of the workers is also the responsibility of the event organizer. It is required that the organizers be in compliance with all state and federal laws regarding childcare.

All children and youth must be in an adult-supervised activity or under the supervision of their parent/parents.

1.5. Guests

Members are encouraged to invite and bring guests to events at the FUMC. Any member desiring to bring more than 3 guests at a time is asked to obtain prior approval from the Church Office. Members shall be responsible for the guests they bring and be in the same general location as all of their guests. Guests must comply with all policies and procedures of the FUMC.

1.6. Dress and Behavior

- a. Inappropriate language and behavior will not be allowed in or on Church property.
- b. Appropriate clothing must be worn at all times.
- c. Willful violation of any policies or procedures could lead to loss of eligibility to participate in activities or suspension of all privileges in the Sanford Activities Center or other Church property.

1.7. Prohibited Items

These items are not allowed on the church campus

- a. Tobacco in any form
- b. Anything considered a weapon, including all firearms
- c. Alcoholic beverages
- d. Controlled substances, including all illegal drugs
- e. Pets (unless pre-approved by the church staff)

1.8. Liability

All participants assume any and all risk associated with the use of the facilities and equipment. FUMC assumes no liability or responsibility for any claim, loss, injury or damage to the person or property of any participant. FUMC makes no express or implied warranty as to the condition of the premises, equipment, machinery, fixtures or furniture. Any such warranty, expressed or implied is hereby DISCLAIMED.

1.9. Equipment

Gym equipment will be set-up and operated by authorized personnel only. Equipment or furniture may **NOT** be removed from the facilities, without prior approval from the Chairman of the Board of Trustees.

Facilities Reservation Form

First United Methodist Church - Van Alstyne Texas
903-482-5947 <http://vanalstynefumc.org>

Event Organizer (name): _____ (phone) _____

FUMC Member: **YES NO** If NO, Sponsoring FUMC Member (name): _____

Organization (name): _____

Event Name: _____

Space(s) Required: _____

Dates: _____ and/or Days: **SUN MON TUES WED THUR FRI SAT**

Time: Start _____ **AM PM** End: _____ **AM PM**

Recurrence: (circle) **ONE-TIME WEEKLY BI-WEEKLY MONTHLY**

Recurrence Review Date: (Recommended for 90 days after initial use) _____

Deposit: Amount required: _____ Date Paid _____
(see reverse side)

Fee: Amount Required: _____ Date Paid _____

Keys Issued: (circle) **Church Key SAC Key Specific Room Key** _____

Signed For: _____ Date: _____

Keys returned to church office: Signature (Staff) _____ Date: _____

Refund of Deposit: Amount _____ Date Refunded _____

Notes: _____

Church Office Use Only

Sponsor or Membership Confirmation: Yes No Date: _____

Request Approved:

Staff member: _____ Date: _____

Trustee: _____ Date: _____

Users of the FUMC facilities are requested to ensure that the Church is able to continue to make the facilities available to our community. Please be familiar with the FUMC Facilities Use Policy. Donations to cover operating expenses are greatly appreciated.

Fee and Deposit Schedule

Area	Fee	Deposit
Gymnasium/Fellowship Hall	\$15/hr	\$100
Benton Hall	\$10/hr	\$50
S.A.C. Youth Lounge and Game room	\$10/hr	\$50
Nursery/Toddler Area	\$5/hr	\$50
S.A.C. Kitchen/Serving Area only	\$5/hr	\$50
Any One Class Room	\$5/hr	\$50

The Wedding Policy

Of the First United Methodist Church of Van Alstyne

1.1. Introduction

The marriage ceremony in the church is a Christian worship service and all the elements of the service have significance. Since the marriage ceremony is a worship service of the church, the pastor will be in charge of the service. All details should be worked out between the Pastor, bride, groom, church staff, and wedding consultant.

For the benefit of the persons who wish to use the FUMC for weddings, there are certain observances that have been found desirable. It is the desire of the staff of FUMC to make every wedding as memorable, worshipful, and beautiful as possible. In order to maintain the high standards necessary to insure this kind of wedding, the following policies have been instituted.

It is understood that church members will have priority in setting their dates and times. Non-member weddings may be tentatively scheduled at any time; however, they will not be confirmed more than 90 days before the date desired.

It is desired that no weddings be scheduled during Holy Week or on Sundays. Because of difficulties securing adequate help we discourage scheduling weddings, wedding rehearsals, and receptions on the following days: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

1. The date of the wedding should be arranged as soon as possible. The church secretary shall coordinate the date and time of the wedding with the Pastor and the FUMC Christian Programs Coordinator. No evening weddings should be scheduled later than 8:00 p.m. The rehearsal is normally scheduled on the day prior to the wedding.
2. **The Pastor:** The pastor of FUMC, except when other arrangements are made with the FUMC pastor, shall be in charge of all ceremonies. The pastor representing this church is always in complete charge. Wedding services, bridal consultants, and similar persons must confer with the pastor regarding all plans for the ceremony. A pastor from another church is welcome to officiate in the wedding ceremony, provided permission is obtained from the pastor of FUMC.
3. Three counseling sessions with the pastor are required. More may be scheduled if desired.
4. The music may be selected by the couple as long as it conforms to the spirit of the Christian ceremony.
5. The florist, other decorators and service providers should contact the FUMC building coordinator to arrange for building access.
6. No tacks are to be used for any of the decorations.
7. If a flower girl is to be used, artificial flowers are required unless a carpet protector cloth is provided.
8. Candelabras should be sturdy so that they will not topple, and have plastic cloths under them.
9. Only candles with **wax savers or votive candles** may be used.
10. Decorations should be removed immediately following the wedding.
11. If any damage to carpet, furniture, etc., should occur, those responsible shall pay for the repairs.
12. Pictures will be left to the discretion of the couple, although no photos with flash will be taken once the ceremony begins. Video cameras may be placed on the 3rd floor balcony or 3rd floor overlook. Please advise wedding guests of this policy.
13. Rice may not be used. Birdseed or Wedding Bubbles may be used outside the building only.

14. The church properties must be left in the condition in which they were found.
15. **NO** smoking or alcoholic beverages are allowed on church property.
16. Prior to the wedding, the bride and bridesmaids may dress in the parlor south of the sanctuary. The gentlemen may use Benton Hall or the acolytes changing room behind the pulpit.

1.2. FUMC Member Fee Information

Active members of FUMC* are exempt from building usage fees but are required to pay the following fees to cover the cost of facilities coordination and custodial services:

Rehearsal and Wedding	\$150.00
Rehearsal, Wedding and Reception	\$200.00

The following fees apply if the service is requested:

Organist	\$ negotiated
Sound Technician	\$ 50.00

FUMC Building coordinator	included in facilities charges above
Custodian	included in facilities charges above
Pastor	No Charge-Honorarium is accepted

* [Active members of FUMC for at least six (6) months.]

There is a \$100 deposit due upon scheduling your wedding with the church secretary. The remaining balance is due two weeks before the rehearsal.

1.3. Non-Church Member Fee Information

A non-member of FUMC may use the facility for a wedding only after receiving the consent of the pastor of FUMC - VA. The following fees will apply:

Space Required	Cost	Notes
Wedding and Rehearsal	\$200	1
FUMC Pastor Fees	\$200	2
Reception (Benton Hall)	\$100	3
Reception (Fellowship Hall)	\$200	4

Notes:

1. Includes building usage fees and staff compensation
2. To be paid directly to the Pastor of FUMC. If another Pastor is officiating in addition to or in lieu of the Pastor of FUMC, additional fees are to be negotiated with that Pastor.
3. Includes the use of the kitchen next to Benton Hall. The capacity of Benton Hall is about 75 persons (seating for 50).
4. Includes the use of the Kitchen next to the Fellowship Hall. The capacity of the Fellowship hall is approximately 400 people.

The following fees apply if the service is requested:

Organist	\$negotiated
Sound Technician	\$ 50.00

There is a \$100 deposit due upon scheduling your wedding with the church secretary. The remaining balance is due two weeks before the rehearsal.

1.4. Other Information:

1.4.1. Other Wedding Related Events

Rehearsal dinners and other functions not listed above that may be associated with a wedding should be addressed as separate events. Standard user fees listed in section 2 apply.

1.4.2. Church Staff

The following persons may be involved in the wedding:

1.4.2.1. FUMC Building coordinator

The building coordinator is responsible to the wedding party for arranging access to the building for rehearsal, decorating, the wedding and the reception. Access includes unlocking and locking doors, climate control and event set-up and takedown.

The coordinator is responsible to FUMC to see that the buildings and furniture are returned to the standard configuration. The coordinator will arrange for custodian services as required.

1.4.2.2. FUMC Custodian

The custodian is responsible to the Building coordinator. At the direction of the coordinator, the custodian will perform cleaning as required before and after the events of the wedding, and assist the Building Coordinator with set-up and reconfiguration of furniture.

1.4.2.3. Other Church Staff

Other members of the church staff may assist with scheduling and planning.

1.4.2.4. Organist

Upon a request from the bridal party, the church staff will attempt to arrange for an organist to provide music for the wedding (and rehearsal). The fee shall be negotiated between the wedding party and the organist and paid directly to the organist. Factors which will influence the fee include the number of songs to be played and the familiarity of the organist with the music selection.

1.4.2.5. Sound Technician

Upon a request from the bridal party, the church staff will attempt to arrange for a sound technician to be available for the wedding (and rehearsal). The fee is to be paid to the church. A variety of fixed position and mobile (RF) microphones are available for use.

Wedding Reservation Form
First United Methodist Church, Van Alstyne, Texas

Name of Bride _____ Home Phone _____

Address _____

E-mail _____ Work Phone _____

Name of Groom _____ Phone _____

Address _____

E-mail _____ Work Phone _____

Is the Bride a member of First United Methodist Church - VA? _____

Is the Groom a member of First United Methodist Church - VA? _____

Is a parent, guardian, or grandparent of the bride or groom a member of First United Methodist Church - VA? _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Pastor performing the ceremony _____ Phone _____

Organist _____ Phone _____

Caterer _____ Phone _____

Florist _____ Phone _____

Photographer _____ Phone _____

Wedding Consultant _____ Phone _____

Building Coordinator _____ Phone _____

Sound Technician _____ Phone _____

Other _____ Phone _____

Applicable Fees:

Wedding and Rehearsal	\$ _____
Reception (Benton Hall)	\$ _____
Reception (Fellowship Hall)	\$ _____
Pastor	\$ _____
Sound Technician	\$ _____
TOTAL	\$ _____
MINUS DEPOSIT	\$ _____
BALANCE	\$ _____
(Due two weeks before wedding)	

Please be sure your caterer, florist, organist and photographer are aware of the rules set forth in the FUMC Wedding Policy that accompanies this Wedding Reservation Form and specific policies & procedures for use of facilities contained in Facilities Usage Form.

This form must be completed and returned to the church office with a \$100 deposit to officially hold your wedding date on the church calendar.

We understand and agree to the Wedding Policy of First United Methodist Church.

Signature of Bride _____

Signature of Groom _____

Date _____