



BERTHOUD UNITED METHODIST CHURCH

820 9TH Street, Berthoud, CO 80513

www.berthoudumc.org (970)-532-2142

FACILITY USE POLICY AND FEE SCHEDULE

PURPOSE

The purpose of this document is to delineate usage policies and associated fee schedules for the Berthoud United Methodist Church (BUMC). **Please review the entire document before submitting a Use Request.**

FACILITY USE POLICY

No use of this facility may be in conflict with the mission of BUMC or the social statements of the United Methodist Church.

A. CHURCH ACCESS

In most cases, a door entry code will be issued to a specific individual for either one- time use, or multiple uses. Access via code is obtained through the North door (preschool entrance).

When necessary, a key will be checked out to a specific individual by either the Church Pastor or the Church Secretary.

- The receiving individual must sign for the key.
- The key is to be returned at the conclusion of the event, unless other specific arrangements have been made.
- A charge of \$50.00 will be made for any lost or damaged key.
- Individuals to whom the key has been checked out have the responsibility to ensure all doors are securely locked at the conclusion of the event.

B. DAMAGE/SECURITY DEPOSIT

A \$100.00 damage or security deposit may be required. **Usage cannot be finalized or the date reserved on the Church calendar without this deposit, usage fee, and the appropriate form.**

Please: with the deposit, include a stamped, self-addressed envelope for the church accounting firm to return your deposit to you, if appropriate.

The deposit:

- Guarantees the reserved area(s) and scheduled personnel on the requested date(s).
- Is remitted to the Church at the time the function's date is reserved on the Church calendar.
- Is forfeited unless the Church office is notified 30 days in advance of cancellation.
- Serves as a fund from which damage, breakage and extra clean-up may be paid. Please note: If costs exceed the \$100 deposit, you will be fully responsible for the additional costs.
- Is refundable in part or in full, unless forfeited, within 7 working days after the event.

C. CHARGES

The fees noted within this document have been established by the BUMC Board of Trustees.

- A deposit is required before an activity or event is scheduled on the Church calendar, and all fees must be paid prior to the event, except for funerals (see Funeral Fee Schedule).
- Under certain conditions or circumstances the Pastor and/or the Chair of the Board of Trustees may change the fee.
- Charges cover the first arrival for preparation, decoration, etc. through the time of leaving when all clean-up and locking up has been completed. **(See Examples of use, page 5).**
- Clean up following the event is expected or there will be a charge of \$100.00 for additional custodial services.
- In the event that a personal check does not clear the bank, the event will be removed from the Church calendar.
- There is no charge to BUMC sponsored groups for use of any BUMC facilities.

D. CHURCH PERSONNEL AND EQUIPMENT

- Substitutes for Church personnel, (including pastor, organist, and custodian) are at the Pastor's discretion and must be approved by the Pastor prior to the event.
- Sound/Display equipment in the sanctuary may ONLY be operated by the BUMC Pastor or sound technicians.
- Use of the Kitchen must be arranged with the United Methodist Women through the Pastor and/or the Chair of the Board of Trustees.
- Nursery is located on the main floor. Please do not use the preschool area in the Fellowship Hall for child care.

USE OF OTHER BUMC PROPERTIES

The Board of Trustees has no obligation to provide other property for the personal use of BUMC members or for the use of non-members.

Property may be used with approval of the Pastor and/or the Chair of the Board of Trustees.

A. FEE SCHEDULE

Fees are charged for all non-BUMC activities because it is not the fiscal responsibility of the congregation to incur costs associated with activities that are not direct ministry uses. These general use fees are determined by the cost of utilities, liability coverage, maintenance and repair costs, and general upkeep.

- Deviations from these fees must be approved by the Pastor and/or the Chair of the Board of Trustees prior to being scheduled.
- Agreeing to waive a fee for one activity will not be considered precedent for waiving future fees for similar events or similar users.



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SUMMARY OF FACILITY USE FEES - GENERAL

SANCTUARY

- **AVAILABLE** only for weddings and funerals.

FELLOWSHIP HALL

- **NON-MEMBER GROUPS, up to 8 hours**

1-25 people \$50

25-50 people \$75

51 plus people \$125

In addition to the above fees, there is a table and chair set up and take down charge of \$60, to be waived if group does this task themselves. A \$100 cleaning deposit may be requested, depending on the size of the group and the event.

- **FUNERALS** Discuss with UMW

KITCHEN

- **FUNERALS** Discuss with UMW
- **OTHER - \$150.00**

CLASSROOMS

- **PRICING PER CLASSROOM \$25.00 ½ DAY (up to four hours) OR \$50.00 FULL DAY**

BUMC MEMBERS: The Pastor and/or the Chair of the Board of Trustees can discuss the honorarium donation for the use of the facilities.



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Number _____

Date Rec. _____

FACILITY USE REQUEST – See Fee Schedule on page 3

Today's Date: _____

Name of Group: _____

Address: _____

Name of Contact Person: _____

Email: _____ Phone _____

Address: _____

Date(s) of Requested Use: (day and date) _____

Time of Requested Use: Start _____ End _____

Group Size: _____ Serving Refreshments? _____ Need Kitchen? (additional fee) _____

Purpose of Use: _____

Area(s) Requested: (i.e.: basement & kitchen; sanctuary & basement; classroom; etc.) _____

Equipment Needed: (i.e.: # of chairs, # of tables, etc.) _____

Dates and times needed for setup and clean up (this is very important! See examples on next page): _____

Note: Your event will not be scheduled on the calendar until this form is fully filled out and returned, along with your deposit and fee. It is also up to you to check our calendar (available on our website: www.berthoudumc.org), before turning in this form, to confirm that your event is not in conflict with some other event. **Note: Emergency Church functions (such as a funeral) can override this scheduling agreement. ** Please be aware that your group may not be covered under our liability insurance.**

Printed Name and Signature of Requestor _____
Date

Printed Name and Signature of Key Holder _____ _____
Pastor or Trustee Approval Date

Office Use:

Security Deposit Received: \$ _____ Usage Fee Received: \$ _____

Mode of entry: (circle one) Key/Code/Trustee Key Returned? (circle one) Y N # _____

On Church Calendar: _____



Number: _____

Date Rec.: _____

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OFF-SITE PROPERTY USE REQUEST

Today's date: _____

Property to be utilized:

Chairs (indicate number): _____

Tables (indicate number): _____

The white plastic tables cannot leave the building.

Date(s) of requested use: _____

Time of requested use: Start _____ End _____

Purpose: _____

Name of contact person: _____

Phone: _____ Email: _____

Address: _____

Signature of Requestor

Date

Pastor or Trustee Approval

Date