



BERTHOUD UNITED METHODIST CHURCH

820 9TH Street, PO Box 506, 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

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 is 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 6a).**
- 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.

WEDDING POLICY

This policy applies to both members and non-members, even though the fee structure may differ. This is in addition to the Facility Use Policy.

A. FACILITY USAGE/SET UP/CLEAN UP

- Weddings are scheduled on a 4 to 5 hour time frame; rehearsals are scheduled on a 1 ½ hour time frame.
- When tables and chairs are to be used for the reception, we ask that members of the family or friends help set up before the wedding. This helps us ensure they are placed as you want them.
- Tables and chairs are to be returned to the previous set up.
- The use of rice, birdseed, sparklers, or any other similar material in the Church building or on Church property is not authorized.
- Only non-drip candles may be used in the Church sanctuary.
- Use of alcohol, tobacco and illegal drugs are prohibited in the Church building and on Church grounds.

B. FEES

- **Use fees are due at the time of calendar reservation.**
- **Personnel fees are due at the time of rehearsal** and are to be paid by separate checks or cash, payable directly to the appropriate personnel.
- Checks can be submitted to the Church office in person or by mail.
- Additional fees will be necessary for rehearsal dinners, wedding receptions and dinners held at the Church.
- It is the responsibility of the wedding party to provide all food and beverages to be served and to have these items at the Church prior to the wedding or to have made arrangements with the UMW to cater the event.

C. PERSONNEL

PASTOR:

- The Pastor of BUMC shall officiate at all weddings or give permission for another to officiate.
- The fee includes counseling sessions, materials, rehearsal, wedding, recording license, and other services as needed.

ORGANIST:

- The organist will play the prelude and postlude and will accompany the soloist or the congregational hymns.
- The organist will be at the rehearsal.
- Additional services requested of the organist must be with the agreement of the organist.

SOUND TECHNICIAN:

- The sound technician will place microphones for the pastor, readers, and soloists (and adjust them as needed) during the wedding for optimal performance.
- Upon request, the sound technician will record the ceremony on a CD.

D. CANCELLATIONS

- Cancellations must be made by the party who scheduled the wedding. If cancellations are made 30 days prior to the wedding date, all paid deposits and fees will be refunded. If cancellations are made fewer than 30 days prior to the wedding date, deposits and fees will not be refunded.

BEREAVEMENT POLICY

- The funeral home coordinates all billing activity.
- The Pastor will coordinate with the funeral home.
- The Pastor will consult with the family to plan the memorial service.
- The United Methodist Women are responsible for any reception and food. See the UMW policy for additional information.

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

SECURITY DEPOSIT \$100.00

SANCTUARY

- **AVAILABLE** only for weddings and funerals. See Funeral Fee Schedule on page 6; Wedding Fee Schedule on page 7.
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FELLOWSHIP HALL

- **FUNERALS** Discuss with UMW
- **OTHER - \$50.00/HOUR**

KITCHEN

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

CLASSROOMS

- **PRICING PER CLASSROOM \$25.00 ½ DAY 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 5

For Weddings please use Fee Schedule on pg. 7; for Funerals please use Fee Schedule on pg. 8.

Security Deposit: \$100.00 Use Fee: \$50.00 per hour 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 _____ Fee: \$50.00 x number of hours: _____
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: \$ _____ Key Checked Out: Y N # _____ On Church Calendar: _____
Usage Fee Received: \$ _____ Key Checked in: Y N # _____

An important note: Your activity will not be scheduled on the calendar until all paperwork is completed and the deposit and fee have been paid, and the insurance certificate provided (if needed).

Examples of use:

Dinner Program:

Your program is scheduled for Wednesday evening from 6pm to 9pm. You will need the basement fellowship hall and the kitchen. The fee will be for three hours, 3 x \$50 = \$150 plus kitchen use fee. But you will also need time to set up the hall and prepare the food – so you anticipate you will need both areas starting at about 3pm. Anticipated clean up after the event will take another hour. You will only be charged the fee for the hours scheduled for the event – but you will need to include on the form all the time needed for setup and cleanup, too, so that other events don't get scheduled too tightly against yours. In this case you would need to reserve the hall and kitchen from 3pm to 10pm.

Wedding:

The wedding and reception is to take place on Saturday, between 2pm and 6pm. You will need the sanctuary, basement fellowship hall and kitchen for four hours. The fee will be 4 x \$50 = \$200 plus kitchen use fee. But you will also need to decorate and set up: so you will need all three of those areas starting at 9am Saturday morning. Clean up will take another hour and a half after your anticipated 6pm ending time – so you will need all three of those areas (sanctuary, kitchen and fellowship hall) from 9am until 7:30pm. Please be sure and note these times so that the areas you need don't get scheduled for something else during that time period. You will only be charged for the actual time of the event, in this case, four hours.

Craft Fair or Garage Sale:

Your event is planned for 9am to 3pm on Saturday. You will need the basement fellowship hall, the stage, the Builder's room next to the kitchen, and the kitchen. The fees for non-church activities would be 6 hours at \$50 per hour plus kitchen use fee. But you will also need to set up the basement and stage on Friday. Clean up will take a couple of hours after the 3pm closing time on Saturday. Be sure that you reserve all of these areas for both days – otherwise you may find you will not have access to one or more of the areas until Saturday morning, which will be too late to complete your setup. Again, you will only be charged for the actual hours of the event.

It is vital – for our scheduling and yours – that you reserve the areas you need for all of the time you will need them. Also, be very specific in describing your plans! "Troop Meeting" is insufficient if you are planning a scout banquet!! You may be asked if you could move to a smaller area if someone else needs one of the larger rooms – so describe carefully and completely!

In order to receive your deposit back, you will need to leave all the areas you used in the same or better condition than you found them in. Your deposit will not be returned until adequate cleanup has been confirmed.

This is a lot of information. Please do not hesitate to call with questions or if you need help filling out the form.

Thank you!!

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SUMMARY OF FACILITY USE FEE SCHEDULE – WEDDINGS

\$100.00 damage deposit due when date is set. Check made payable to BERTHOUD UNITED METHODIST CHURCH

Use fees are due at the time of Calendar Reservation. Personnel fees are due at the time of rehearsal.

CHURCH USE:

SANCTUARY: \$150.00

FELLOWSHIP HALL: \$150.00

KITCHEN (UMW CATERED EVENT): \$150.00 plus contract with UMW

KITCHEN (NON UMW CATERED EVENT): \$100.00

CUSTODIAL:

WEDDING: \$30.00

RECEPTION & WEDDING: \$50.00

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

The following need to be paid by separate checks to the appropriate individuals at the time of rehearsal.

ORGANIST/PIANIST:

Negotiate with Organist/Pianist.

SOLOIST:

Negotiate with Soloist

PASTOR:

\$200 (recommended honorarium)

SOUND TECHNICIAN:

\$50.00 Minimum, fee goes up with additional services.

ADDITIONAL:

UMW kitchen fees for UMW catering services (food, personnel, use of dishware).

OTHER: _____

TOTAL DUE: \$ _____



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FEE SCHEDULE – FUNERAL

CHURCH USE:

Fees are due at the time of the service.

SANCTUARY: Honorarium

FELLOWSHIP HALL: Honorarium

KITCHEN (CATERED): Must contract with UMW

KITCHEN (NON-CATERED): Must contract with UMW

The following need to be paid individually:

ORGANIST/PIANIST:

Negotiate with Organist/Pianist.

SOLOIST:

Negotiate with Soloist.

PASTOR:

Negotiate with Pastor.

SOUND TECHNICIAN:

\$50.00 Minimum. Additional services will raise fee.

OTHER: _____



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