

TRINITY UNITED METHODIST CHURCH
Facility Use Fees Policy (REVISED 2016)

I. Rationale

Trinity United Methodist Church (UMC) exists to magnify and glorify the living Lord. Through our diverse ministries, we introduce persons to Jesus Christ, call persons to discipleship, proclaim the reality of the gospel, demonstrate healing to those who suffer, and serve those in need. To be servants of God, we must use the resources God has given us wisely. The church building is one such tool God has blessed us with to help share the Good News with others. We, as a church, want to use the building responsibly and schedule events effectively and efficiently.

II. Principles

In order for TUMC to serve its membership, visitors, ministries, and its community, we strive to practice good management of the building that we have to serve God. Therefore, it is the TUMC policy that the church buildings will be used to the fullest extent practical to fulfill its purpose, recognizing the limitations of the budget and the necessity of establishing priorities for many worthwhile ministries. These principles are offered as means of using the building

- To use the building for activities which are in accord with Christian principles
- To give due consideration to the care and protection of the property
- To make the building available for the use of members and non-members
- To have fees for usage of the building which are reasonable

III. Policies

1. Responsibilities

The Pastor(s) have the responsibility for determining use of the Sanctuary and for scheduling worship services in a manner as the Pastor(s) will decide.

Responsibility for interpreting and administering this policy and for scheduling activities requiring use of church buildings other than worship services and for making agreements for use of the buildings by various groups within and outside the church is delegated to the Church Council and Pastor(s). The Administrative Assistant may schedule approved uses and collect the required usage fee.

The Trustee Committee is responsible for proper maintenance and care of the church building and for providing adequate utilities for approved uses. The Trustee Committee is responsible for advising the Church Council regarding charges which may be appropriate to offset, or partially offset costs.

2. Priorities of Use

TUMC makes its facilities available to church members, guests, non-members, and community to participate in both worship and leisure-time activities. Here is a list of such people who may use the facilities in order of priority:

- a. TUMC groups using the facilities as a part of the ministry of the church. This includes those supported via Church Council, the Trustee Committee, and Pastor(s).
- b. Groups sponsored by an individual or organized group within TUMC with approval of Church Council (like Scouts).
 1. New Programs (like a square dance class) must first be approved by Church Council and the Trustee Committee.
- b. Holston Conference or other global United Methodist ministries (i.e., Emmaus or Chrysalis) and Knoxville District meetings will be held without any charge since it is a Church function, but should be entered on the Schedule of Events Calendar. The church Administrative Assistant should be contacted to put events on the Scheduled of Events Calendar.
- c. Other United Methodist Churches and other denominations (usage fees apply).
- d. Outside social, civic, service, educational, and charitable groups (usage fees apply).
- e. Church Members using the facilities for private parties and other fellowship gatherings.
- f. The facilities are not available to:
 1. Partisan political groups (Church sponsored forums are allowed).
 2. Individuals or groups (other than those specified in Section III, item 2, a-f) operating for profit.
- g. Facility Rental Form is to be filled out and returned to the Church Office with applicable facilities fees completed 5 days prior to event with payment (if any) for members and 10 days prior to even with payment for non-members. A refund of fees will be made if reservation is cancelled 24 hours prior to usage.

3. Guidelines for Determining Fees for Use of Church Building

- a. **Facility Usage Without Paying Usage Fees:** TUMC groups using the facilities as a part of the ministry of the church and groups sponsored by an individual or organized group within TUMC, which includes those supported via Church Council, the Trustee Committee, and Pastor(s) and approved by Church Council like Scouts will not have to pay a Facility Usage Fee. All others must pay Facility Usage Fees.
- b. **Facility Usage Fees:** Fees shall be paid to TUMC and shall be deposited in the general church treasury for use in offsetting added expense of the activities resulting in the charges, i.e. monies shall be used to pay for added maintenance, upkeep and utilities and organist if music is required. Reservations must be made through the Church Office on Monday- Thursday from 8:30 a.m. - 5p.m., or Friday from 8:30 a.m. – 12:00 p.m. The “Facility Rental Form” must be picked up at the Church Office and signed and returned to the Church Office. Please remember that all reservation made must have the appropriate fees paid in advance. Facility usage fees are listed below. (These fees do not pertain to Weddings. Weddings fees are listed under Sect. III, 5.)

Church Service Fees, For Usage of the Following:

<u>Area</u>	<u>Member Fee</u>	<u>Non-Member Fee</u>
1. Sanctuary	\$0	\$150.00
2. Fowler Hall	\$35.00	\$45.00
3. Fowler Hall Kitchen	\$35.00	\$75.00
4. Parlor or Library	\$20.00	\$40.00
5. St. James Gym	\$40.00	\$75.00

6. St. James Kitchen	\$35.00	\$100.00
7. One Classroom	\$15.00	\$20.00
8. Two Classrooms	\$25.00	\$30.00
9. Each Additional Classroom	\$5.00	\$5.00
10. Cleaning Fees	\$75.00	\$75.00

c. **Cleaning Fees:** The individual, group, or party making reservations must pay a cleaning fee of \$75.00. But this fee can be given back to the individual, group, or party if the person(s) elect to clean up the area(s) in lieu of using the cleaning services provided for the church. If cleaning duties are performed correctly, then the Cleaning Fee will be given back to the individual, group, or party making the reservation.

Cleaning duties to be performed in lieu of using the church cleaning service:

1. Inspect and clean all restrooms used
2. All trash containers emptied
3. All carpet areas vacuumed and tile floors swept and mopped
4. All Tables and chairs cleaned/wiped and furniture returned to original setup.
5. Clean all hallways and entrances.
6. Clean up the kitchen area if used
7. Report any problems to Trustee Chairperson or their representative.

Either a Trustee or their designees are required to inspect all areas used to ensure the following;

1. All trash containers are emptied.
2. Floors are swept and clean
3. All tables and chairs are clean
4. Return all furniture to original set up.
5. No trash was put in hallways.
6. Kitchen is clean (if used).

d. The individual, group, or party is responsible for replacing tables and chairs as found, and removing all food and decorations within 2 hours of event.

5. Weddings

a. Only one wedding will be scheduled on any day. The Sanctuary is *permanently reserved* for the following times and therefore is *not available* for other uses (except as may be needed for funerals):

- All Sunday mornings and evenings (Worship services)
- All Wednesday evenings (Salt and Light, Dinner and Programming)
- At all times during Holy Week (Easter Services)
- Vacation Bible School

b. Reservations and Fees for a Wedding:

- Reservations must be made through the Church Office on Monday- Thursday from 8:30 a.m. - 5p.m., or Friday from 8:30 a.m. – 12:00 p.m. The “Facility Rental Form” must be picked up at the Church Office and signed and returned to the Church Office. No wedding can be scheduled more than one year in advance.

- Please remember that all reservation made must have the appropriate fees paid in advance. These fees includes cleaning, instrumentalist, minister, and sound/audio technician fees. Make separate payments to instrumentalists, minister, and sound/audio technician for their services. These fees are listed below.

<u>Wedding Service Fees</u>	<u>Fee Explanation</u>	<u>Member</u>	<u>Non-Member</u>
1. Sanctuary Parlor and Library	Includes stated areas regardless of use or non-use	\$0.00	\$150.00
2. Fowler Hall		\$0.00	\$75.00
3. St. James Gym and Kitchen	Includes stated areas regardless of use or non-use	\$0.00	\$125.00
4. Ordained Minister Counseling 4 hour minimum	Optional Service	\$0.00	Honorarium
5. Ordained Minister Rehearsal and Ceremony	Optional Service	Honorarium	Honorarium
6. Sound/Audio Technician	Optional Service	TBA	TBA
7. Audio/Visual Presentations Equipment Use	Optional Service	TBA	TBA
8. Musicians Pianist/Organist	Optional Service	TBA	TBA
9. Cleaning Fee	See details below	\$75.00	\$75.00
10. Damage Deposit	Includes stated areas regardless of use or non-use	TBA	\$150.00

c. **Cleaning Fees:** The individual, group, or party making reservations must pay a cleaning fee of \$75.00. But this fee can be given back to the individual, group, or party if the person(s) elect to clean up the area(s) in lieu of using the cleaning services provided for the church. If cleaning duties are performed correctly, then the Cleaning Fee will be given back to the individual, group, or party making the reservation.

Cleaning duties to be performed in lieu of using the church cleaning service:

1. Inspect and clean all restrooms used
2. All trash containers emptied
3. All carpet areas vacuumed and tile floors swept and mopped
4. All Tables and chairs cleaned/wiped and furniture returned to original setup.
5. Clean all hallways and entrances.
6. Clean up the kitchen area if used
7. Report any problems to Trustee Chairperson or their representative.

Either a Trustee or their designees are required to inspect all areas used to ensure the following;

1. All trash containers are emptied.
2. Floors are swept and clean
3. All tables and chairs are clean
4. Return all furniture to original set up.
5. No trash was put in hallways.
6. Kitchen is clean (if used).

d. Rehearsal of Wedding Ceremony:

- Rehearsal shall be the night before unless previous arrangements are made per a reservation.
- If rehearsal is held in Fowler Hall or St. James Gym, the individual making the reservation is responsible for making sure the room is cleaned up between rehearsal and the ceremony.
- Persons should contact Head of Trustees to have rooms open and ready for these events. Also, contact the Church Office and speak to the Administrative Assistant to schedule outside doors to be unlocked and locked for you.

e. Decorations:

- The florist, or those responsible for decorating, must contact the Church Office to schedule an appropriate time for setting up and arranging flowers or decorating. The florist will be financially responsible for damage caused by their business establishment anytime during the course of the wedding. If no florist is used, the bride and groom will assume this responsibility.
- The following furniture may be moved: communion table to the side of the pulpit, and chairs in chancel choir area behind the pulpit.
- Thumb tacks, nails, staples, hot glue, tape or masking tape that would mar the beauty of, or deface church building, facilities, or music instruments will **not** be permitted.
- No candelabras may be placed directly under microphones suspended from the ceiling.
- Special care should be taken not to damage the organ, piano, or other instruments in the worship center. Please do not place anything on any instruments. (Please see attached form.)
- Decorations must be removed **within two hours** following the wedding ceremony and/or reception.

f. Rehearsal Dinner and/or Reception:

- The caterer or person(s) responsible for the rehearsal dinner and/or reception must schedule their working time with the Church Office.
- Replace tables and chairs as found. Remove all food and decorations within 2 hours of event.

g. General Policy Statements:

- Use of bubbles and birdseed is permitted only outside the church building. The use of rice is prohibited.
- No smoking is permitted inside any church building including bathrooms.
- Any damage to church property must be reported immediately to the Head of Trustees and will be the responsibility of the bride and groom.
- No animals other than “**certified**” service animals may be included in any activity in the facilities without permission of Pastor(s) and Head of Trustees
- The church has the authority to contact your photographer, florist, caterer, etc. to ensure they understand and will abide by our policies.

The church is not responsible for any items which may be lost, damaged or stolen during the course of the wedding, including rehearsal and reception.

6. Deposit Damage for anyone using the facilities:

- a. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. Damage deposit will be returned to renter if facilities are left in satisfactory condition (determined by Trinity United Methodist Church staff).
- b. Indemnification: It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.

FACILITY RENTAL FORM

Payment for facility use is to be given to the secretary upon booking.

Make checks payable to Trinity United Methodist Church

Trinity United Methodist Church
 5613 Western Ave.
 Knoxville, TN 37921
 (865) 588-5763 Fax:(865) 588-0103
 contact@knoxtrinity.org

Name of Person/Group Booking Event: _____

Name of Contact Person (if different from above): _____ Phone: _____

Type of Function: _____ Fax: _____

Date Required: _____ S M T W T F S
 Month Date Year

Time(s) Required: (Set-up and clean-up times must be included in the hours).

From _____ AM PM To _____ AM PM Event Start Time: _____

Rehearsal/Decoration Time Required? Yes Date and Time: _____ No

My ministry, group, or organization meets the requirements for Facility Usage Without Paying Usage Fees and has TUMC Trustees' approval. Yes

TRINITY UNITED METHODIST CHURCH RENTAL RATES

Fees of Facility Usage other than Weddings

<u>Area</u>	<u>Member Fee</u>	<u>Non-Member Fee</u>	<u>Total</u>
1. Sanctuary	\$0	\$150.00	_____
2. Fowler Hall	\$35.00	\$45.00	_____
3. Fowler Hall Kitchen	\$35.00	\$75.00	_____
4. Parlor or Library	\$20.00	\$40.00	_____
5. St. James Gym	\$40.00	\$75.00	_____
6. St. James Kitchen	\$35.00	\$100.00	_____
7. One Classroom	\$15.00	\$20.00	_____
8. Two Classrooms	\$25.00	\$30.00	_____
9. Each Additional Classroom	\$5.00	\$5.00	_____
10. Damage Deposit	TBA	TBA	_____
11. *Cleaning Fee	\$75.00	\$75.00	_____

*Cleaning Fee is refundable if renter chooses cleaning duties in lieu of church cleaning service and clean up meets the specified requirements in the policy.

Grand Total _____

Wedding Service Fees

<u>Member</u>	<u>Non-Member</u>	<u>Total</u>	
1. Sanctuary Parlor and Library	\$0.00	\$150.00	_____
2. Fowler Hall	\$0.00	\$75.00	_____
3. St. James Gym and Kitchen	\$0.00	\$125.00	_____
4. Ordained Minister Counseling 4	\$0.00	Honorarium	_____

hour minimum

5. Ordained Minister Rehearsal and Ceremony	Honorarium	Honorarium	_____
6. Sound/Audio Technician	TBA	TBA	_____
7. Audio/Visual Presentations Equipment Use	TBA	TBA	_____
8. Musicians Pianist/Organist	TBA	TBA	_____
9. Damage Deposit	TBA	\$150.00	_____
10. *Cleaning Fees	\$75.00	\$75.00	_____

*Cleaning Fee is refundable if renter chooses cleaning duties in lieu of church cleaning service and clean up meets the specified requirements in the policy.

Grand Total _____

TRINITY UNITED METHODIST CHURCH DAMAGE/CANCELTATION POLICIES

1. Any damage to equipment or facilities, other than from normal use, shall be the responsibly of those renting the facility. All fees for rental of facilities and equipment are payable to Trinity United Methodist Church and delivered to the secretary upon reservation. Trinity will pay its staff as required. A damage deposit of \$_____ is required. Damage deposit will be returned to renter if facilities are left in satisfactory condition (determined by Trinity United Methodist Church staff).
2. Indemnification: It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.
3. All bookings and arrangements must be made through the TUMC Administrative Assistant at least **two weeks** prior to the event.
4. Cancellation: A full refund will be given if cancellation notice is given 24 hours in advance.

RENTAL AGGREMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by Trinity United Methodist Church.

Facility Rental to be paid in full along with this form \$_____

Renter's Name: _____ Signature: _____ Date: _____
Please Print

Approval from head of Trustees: _____
Date

Approval from Pastor: _____
Date

For Office Use Only:

- Copies to be sent to:
- Administration
 - Confirmation Sent _____
 - Treasurer
 - Custodian
 - Audio/Visual Technician
 - Kitchen Committee