

## EPWORTH UNITED METHODIST CHURCH BUILDING USE - WEDDING POLICY

**Bride** \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Groom** \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Wedding Date / Time \_\_\_\_\_

Rehearsal Date / Time \_\_\_\_\_

Member     Regular Attender     General Public

Number of persons expected \_\_\_\_\_

### FACILITIES

Sanctuary            times to be used \_\_\_\_\_     x rate \_\_\_\_\_    or  flat rate    Fee \$ \_\_\_\_\_

Rehearsal            times to be used \_\_\_\_\_     x rate \_\_\_\_\_    or  flat rate    Fee \$ \_\_\_\_\_

Dressing Rooms    times to be used \_\_\_\_\_     x rate \_\_\_\_\_    or  flat rate    Fee \$ \_\_\_\_\_

Fellowship Hall    times to be used \_\_\_\_\_     x rate \_\_\_\_\_    or  flat rate    Fee \$ \_\_\_\_\_

Kitchen              times to be used \_\_\_\_\_     x rate \_\_\_\_\_    or  flat rate    Fee \$ \_\_\_\_\_

Chapel                times to be used \_\_\_\_\_     x rate \_\_\_\_\_    or  flat rate    Fee \$ \_\_\_\_\_

Additional Room(s)

\_\_\_\_\_ times to be used \_\_\_\_\_     x rate \_\_\_\_\_    or  flat rate    Fee \$ \_\_\_\_\_

\_\_\_\_\_ times to be used \_\_\_\_\_     x rate \_\_\_\_\_    or  flat rate    Fee \$ \_\_\_\_\_

### OTHER

Candelabra             Unity Candle Set             Mini-Sound System            Fee \$ \_\_\_\_\_

Pew Torch Candles (10)             Pew Torch Candles (16)            Fee \$ \_\_\_\_\_

\_\_\_\_\_ Number of Bulletins (only available if using Epworth pastors)            Fee \$ \_\_\_\_\_

**TOTAL PAYABLE TO EPWORTH UNITED METHODIST CHURCH**

\$

**ALL FEES ARE DUE 7 DAYS PRIOR TO THE EVENT**

***\$100 CASH DEPOSIT IS DUE FOR ALL RENTALS AND WILL BE RETURNED AFTER YOUR EVENT***

***IF THE BUILDING IS VACATED PER THIS CONTRACT.***

**EPWORTH STAFF *if available*** (Please make separate checks payable to the following):

Wedding Coordinator            Name \_\_\_\_\_            \$ \_\_\_\_\_

Sound Manager                    Name \_\_\_\_\_            \$ \_\_\_\_\_

Organist                            Name \_\_\_\_\_            \$ \_\_\_\_\_

Soloist/Instrumentalist            Name \_\_\_\_\_            \$ \_\_\_\_\_

**EPWORTH UNITED METHODIST CHURCH  
BUILDING USE - WEDDING POLICY**

For Office Use Only

Event Approval \_\_\_\_\_ Coordinator \_\_\_\_\_

Key issued?     Yes     No    # or type \_\_\_\_\_    Date Returned \_\_\_\_\_

Total due EUMC        \$ \_\_\_\_\_

Payment(s) received    \$ \_\_\_\_\_    Date \_\_\_\_\_    Payment type \_\_\_\_\_    Initials \_\_\_\_\_

                                  \$ \_\_\_\_\_    Date \_\_\_\_\_    Payment type \_\_\_\_\_    Initials \_\_\_\_\_

Cash deposit received    \$ \_\_\_\_\_    Date \_\_\_\_\_    Initials \_\_\_\_\_

Cash deposit returned    \$ \_\_\_\_\_    Date \_\_\_\_\_    Initials \_\_\_\_\_

NOTES: \_\_\_\_\_

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## **EPWORTH UNITED METHODIST CHURCH BUILDING USE - WEDDING POLICY**

The below guidelines are required to be followed by any group requesting use of the building. All groups must sign the policy acknowledging that you have read and agree to the terms outlined below. Any group found not in compliance with the policy below is subject to a meeting with a representative from the Board of Trustees to determine the best possible course or action to remedy the situation. All long term rentals will be negotiated separately, using this policy as a guideline.

**ALL RENTALS ARE TO BE OUT OF THE BUILDING BY 9:00PM**

***Any group with children present is required to have adult supervision in accordance with Epworth's Safe Sanctuary Policy.***

**Additional costs may be incurred to cover damage to tables, chairs, rooms, etc. during your event**

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ANYWHERE ON CHURCH PROPERTY**

### **Before your group leaves a room:**

- All trash needs to be disposed of in the trash cans or the dumpster.
- All recycling is your group's responsibility to take home and dispose of.
- All tables and chairs need to be returned to their proper locations.
- All windows need to be closed and locked.
- Thermostats need to be set to their appropriate temperatures.
  - 60 degrees in the winter and 80 degrees in the summer
- Turn off all lights.
- If someone in your group has keys, lock all doors when you leave.

### **Specific Room Usage Requirements:**

#### Sanctuary

- No one is allowed to make adjustments to the sound board unless the sound manager is present.
- **Arrangements for sound need to be made a minimum of 2 weeks in advance.**
- Speakers, instruments, baptismal font, etc. may not be moved. Check with Trustees before making any changes to the altar area.
- All papers need to be cleaned up from the pews.
- Turn off all lights when you leave.

#### Fellowship Hall

- All groups that use the fellowship hall are responsible for their own table and chair setup.
- At the end of your use of the space please place all table and chairs back as you found them, stacked underneath the cubbies on the left side of the fellowship hall and all chairs hanging on the chair racks.
- Arrangements for sounds equipment need to be made a minimum of 2 weeks in advance.
- **NO ALCOHOL IS PERMITTED ON PREMISES.**

## EPWORTH UNITED METHODIST CHURCH BUILDING USE - WEDDING POLICY

### Kitchen

- Groups using the kitchen must have a Certified Food Manager License per Montgomery County regulations.
- **NO ALCOHOL IS PERMITTED ON PREMISES.**
- All kitchen cookware that is used needs to be washed and left to dry on the drying rack per Maryland Health Department Regulations.
- All trash needs to be taken outside to the dumpster.
- Prep surfaces need to be cleaned off and left as they were found.

### Upstairs Meeting Rooms

- All tables and chairs need to be returned to their proper locations before your group leaves.
- All trash needs to be placed in the trash cans. If the trash can contains food, seal the trash bag and place it outside in the dumpster.

### Education Wing Classrooms

- Your groups' specific designated areas are for your group only. Please respect other groups' supplies and space.
- Toys that are put away by other groups are not allowed to be used, unless specific arrangements have been made.
- Each individual group is responsible for providing their own supplies (crayons, markers, paper, etc.). Keep supplies in your designated areas.
- Replace items when you use the last one (paper towels, soap, tissues, etc.)
- Wash off tables when you are finished using them.
- Place chairs on top of the tables if you are the last group using the room for the night.

### **Maintenance or Damage to a Room?**

The person responsible for this event, as listed on the cover page, will be financially responsible for any damages to furniture, equipment or facilities during your event. Report any needed maintenance or damage to the Trustees at the end of your event and it will be repaired/fixed. Thank you for your assistance.

**Insurance Coverage:** Any group renting space shall supply a Certificate of Insurance prior to the beginning of the term of this rental agreement in which Epworth United Methodist Church shall be named as an "additional insured" and shall supply renewals of the Certificate of Insurance if it expires over the time of the rental agreement. If you do not provide a certificate of insurance you are hereby waiving the liability of the Epworth United Methodist Church.

*By signing below your group agrees to the policy outlined above. Any group found not in compliance with the policy below is subject to a meeting with a representative from the Board of Trustees to determine the best possible course of action to remedy the situation. Thank you for your cooperation.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# EPWORTH UNITED METHODIST CHURCH BUILDING USE - WEDDING POLICY

**ALL RENTALS ARE TO BE OUT OF THE BUILDING BY 9:00PM**

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ANYWHERE ON CHURCH PROPERTY**

<b>Room Usage:</b>	<b>Member</b>	<b>Regular Attendee</b>	<b>General Public</b>
_____ Sanctuary .....	\$125	\$200	\$250
_____ Dressing Rooms (Room 201 and the Children's Ministry Room) .....	\$60	\$120	\$150
_____ Chapel .....	\$15/hr	\$25/hr	\$30/hr
_____ Fellowship Hall ( <i>include at least 1hr set up and 1hr cleanup</i> ) .....	\$25/hr	\$50/hr	\$75/hr
_____ Kitchen .....	\$25/hr	\$50/hr	\$75/hr
<b>Epworth Staff:</b>			
_____ Pastoral Services .....	Donation	Donation	\$350
_____ Epworth Wedding Coordinator .....	\$250	\$250	\$250
_____ Sound Manager (required for use of digital mixer) .....	\$150	\$150	\$150
_____ Organist (Epworth organist required unless otherwise arranged) ..	\$225	\$300	\$300
_____ Guest Organist Bench Fee .....	\$50	\$100	\$100
_____ Soloist/ Instrumentalist .....	\$200	\$200	\$200
<b>Rehearsal:</b>			
_____ Sanctuary .....	\$100	\$150	\$150
_____ Organist .....	\$150	\$200	\$200
_____ Soloist .....	\$150	\$200	\$200
<b>Additional Rental Items:</b>			
_____ Candelabra .....	\$25	\$25	\$25
_____ Pew Torch Candles (16) .....	\$150	\$150	\$150
_____ Pew Torch Candles (10) .....	\$110	\$110	\$110
_____ Unity Candle Set .....	\$50	\$50	\$50
_____ Mini Speaker System for use in fellowship hall if needed .....	\$20	\$20	\$20
<b>Bulletins:</b> (Bulletins are only available if an Epworth pastor is performing the ceremony)			
_____ Wedding Bulletins (50) .....	\$35	\$50	\$50
_____ Each Additional Bulletins (50) .....	\$10	\$10	\$10

⇒ *Members are considered those who are confirmed members of Epworth*

⇒ *Regular Attendees are those who attend Epworth but have not formally become members*

⇒ *The General Public are those who have no connection to Epworth but wish to use our facilities*

Note: Pastoral discretion is allowed for those with extreme financial need.

⇒ *Guest officiants serve under the authority of the Lead Pastor. The Lead Pastor has the authority to approve or deny guest officiants. Civil ceremonies on church property are discouraged; this is at the discretion of the Lead Pastor.*

**EPWORTH UNITED METHODIST CHURCH  
BUILDING USE - WEDDING POLICY**

**RENTAL INSPECTION LOCKUP CHECKLIST**

Fellowship Hall:

- \_\_\_\_\_ Tables and chairs put away in their proper location
- \_\_\_\_\_ Trash is placed in the trash cans or dumpster
- \_\_\_\_\_ Decorations are taken down
- \_\_\_\_\_ Sound system is turned off and locked

Kitchen:

- \_\_\_\_\_ Food items are cleaned up
- \_\_\_\_\_ Dishes are washed and left to air dry
- \_\_\_\_\_ Gas is turned off
- \_\_\_\_\_ Ovens are turned off

Meeting Rooms:

- \_\_\_\_\_ All furnishings are returned to their proper location

Was cleanup completed and renters out of the building on time?  Yes  No

NOTE: Renter is responsible for any damage incurred while they are renting the facility or furnishings.

*Sample replacement costs: 60" round tables = \$120-150; 8' rectangular tables = \$80-100; folding chairs = \$20-30*

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**EPWORTH TRUSTEE OR STAFF**

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

**PERSON RESPONSIBLE FOR RENTAL**

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

*This form must be signed and returned to the church office by Trustee or Staff to receive your deposit back.*