TRINITY UNITED METHODIST CHURCH
FACILITIES USE POLICIES AND REQUESTED DONATION USE SCHEDULE

PURPOSE
The purpose of this document is to delineate usage policies and associated Requested Donation Schedules for Trinity United Methodist Church.

FACILITY USE POLICY
No use of this facility may be in conflict with the mission of TUMC or the social statements of the United Methodist Church of the USA.

CHURCH ACCESS
When necessary, a numbered key or combination to the key box will be checked out to a specific individual by either the Office Manager, Pastor or a member of the Trustees.

- 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 key.
- Individuals to whom the key has been checked out to have the responsibility to ensure all doors are securely locked at conclusion of event.
- **ONLY SERVICE ANIMALS ARE ALLOWED.**

DAMAGE/SECURITY DEPOSIT
A $150.00 damage or security deposit is required from non-members. Usage cannot be finalized or the date reserved on the Church calendar without this deposit. It…

- 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 unreasonable clean-up may be paid.
- Is refundable, in part or in full, unless forfeited, 20 days after the event.

CHARGES
- The requested donations noted within this document have been established by the TUMC Board of Trustees.
- A deposit is required before an activity or event is scheduled on the Church calendar, and all requested donations must be paid by the event.
- Under certain conditions or circumstances the Chair of the Board of Trustees and/or the Pastor may negotiate the requested donation up or down, as the case may be.

- Charges begin with the first arrival for preparation, decoration, and etc. through the time of leaving when all clean up and locking up has been completed.
- If requested donations are waived, clean up following the event is expected or there will be a charge of $100.00 for additional custodial services. This requested donation is subject to adjustment at the discretion of the Church Custodian.
- In the event a personal check does not clear the bank, the event will be removed from the Church calendar.
- There is no charge to Boy Scout or Girl Scout Groups for use of any TUMC facilities.

CHURCH PERSONNEL AND EQUIPMENT

- Substitutes for Church personnel, including Pastor, Organist, Sound Technician, and Custodian, is at the Pastor's discretion and must be approved by the Pastor prior to the event.
- Sound equipment in the sanctuary may ONLY be used with prior approval of the TUMC Pastor or Sound Technicians.
- Display equipment in the sanctuary may ONLY be adjusted or moved with prior approval of the TUMC Pastor or Sound Technicians.

WEDDING POLICY

This policy applies to both members and non-members, even though the requested donation structure may differ.

Facility Usage/Set Up/Clean Up

- Weddings are scheduled on a 4- to 5-hour time frame; rehearsals are scheduled on a 1½-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 or birdseed in the Church building or on Church property is not authorized.
- Only dripless candles may be used in the Church sanctuary.
- Alcohol and use of tobacco is prohibited in the Church building and on Church premises.

Requested donations

- Requested donations are to be paid by separate checks, payable to the appropriate person as designated on your Invoice/Statement.
- Checks can be submitted to the church office in person or by mail.
- Additional requested donations 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.

Personnel

- Organist

    - Will play the prelude before the wedding, accompany the soloist or congregational hymns, and a postlude while all guests are leaving.
    - The organist will be at the rehearsal.
    - Additional services requested of the organist must be with the agreement of the organist.
- Sound Technician
    - Will place microphones for the pastor, readers, and soloists (and adjust them as needed) during the wedding for optimal performance.
    - He/She will also record the ceremony upon request.
- Pastor
    - Includes counseling sessions, materials, rehearsal, wedding, recording license, and other services as needed.

Cancellations

- Cancellation by either party who scheduled the wedding:
    - Prior to 30 days before the wedding date, all suggested requested donations will be refunded.
    - Less than 30 days prior to the wedding date, requested donations will NOT be refunded.

BEREAVEMENT POLICY

- The Funeral Home coordinates all billing activity.
    - TUMC charges $200 to use the facility for a funeral.
    - The Pastor's requested donation is an honorarium.
- Funeral Home to coordinate with Pastor on ceremony.
- The Sisters in Fellowship Bereavement Committee is responsible for any reception and food. See the SISTERS IN FELLOWSHIP policies for additional information.

USE OF OTHER TUMC PROPERITIES

The Trustees have no obligation to provide other property for the personal use of TUMC members or for the use of Outside Users.

However, as a service to TUMC members only, some other property may be used if such use does not interfere with the Church's needs. Such property includes only rectangular/round folding tables and chairs/folding chairs. No other property may be removed from the church for personal use.

Use of other TUMC properties by non-members is not authorized.

Members may utilize such property by completing a copy of the attached Property Use Request form and scheduling use through the TUMC Pastor, Office Manager or Board of Trustees.

REQUESTED DONATION SCHEDULE

Requested donations are charged for all non-TUMC 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 requested donations are determined by utilities costs, liability coverage, and maintenance and repair costs, and general upkeep.

- Deviations from these requested donations must be approved by the TUMC Board of Trustees prior to being scheduled.
- Agreeing to waive a requested donation for one activity will not be considered precedent for waiving future requested donations for similar events or similar users.

TRINITY UMC
SUMMARY OF FACILITIES USE REQUESTED DONATIONS
FOR NON-MEMBERS

SECURITY DEPOSIT	$150.00
SANCTUARY	
• WEDDINGS	$200.00
• FUNERALS	$200.00
CHAPEL	
• WEDDINGS	$100.00
• FUNERALS	$100.00
FELLOWSHIP HALL	
• WEDDINGS	$175.00
• FUNERALS	$175.00 N/A If Catered By SISTERS IN FELLOWSHIP Bereavement Committee
• OTHER	$100.00 – ½ DAY $175.00 – Full Day Year Commitment – negotiable
NURSERY	
• Use of Room	$75.00
• State Law requires 2 (two) attendants at all times	
KITCHEN	
• WEDDINGS	$75.00
• FUNERALS	N/A If Catered By SISTERS IN FELLOWSHIP Bereavement Committee
• OTHER	$75.00
CLASSROOMS	$30.00 – ½ Day
The Community Room	$50.00 – Full Day
The Longs Peak Room, includes kitchen	$75.00 – Full Day
The Community Room	$50.00 – Full Day