

ATWATER UNITED METHODIST CHURCH
Mail: 6380 Waterloo Road, Atwater, OH 44201
Phone (330) 947-2367

ATWATER UNITED METHODIST CHURCH USAGE POLICY (revised 02/17/11)

- I. Payment and Approval: all fees are to be deposited with the pastor five days prior to the event. Checks may be dated for the event date. Outside groups must have trustee approval. Dates must be cleared with the church secretary.
- II. Church related groups: there is no charge for building use, but all groups are to leave things as they are found and to clean up.
- III. Non-profit community groups:
 - A. There is no charge for use of Room 102. The group must clean the room and leave it arranged for Sunday School.
 - B. There is no charge for the fellowship room when no heat is required. There is a \$10 usage fee for heat. If the custodian opens and closes the room, there is a fee of \$25 payable to the church. Regular attenders do not need to pay the custodian fee if they open and close the room.
 - C. A normal amount of clean-up must be provided by all users: waste placed in trash can, coffee maker cleaned, and floors SWEPT.
- IV. Private function in fellowship room:
 - A. There is a \$100 usage fee the kitchen and dining room. Regular attenders are excused from the usage fee.
 - B. There is a \$25 custodian fee to open and close the building and inspect the premises. Regular attenders do not need to pay the custodian fee if they open and close.
 - C. Arrangements and payment to any church group for serving a function are independent of any usage fee or the custodian fee.
 - D. The Rebekah Circle's glass serving dishes can be used for free by church members and regular attenders. Others are to pay \$10 directly to the circle.
 - E. Church appliances may be used only on the premises. Borrowing tables, chairs or other church property (i.e. roaster, coolers) must be approved by a trustee at least one week prior with no conflicts to the church calendar.
 - F. Those using the building must supply their own paper goods. Church flatware may be used, if it is washed and put away.
 - G. Those using the dining room are to set up the tables and chairs, then return them to the proper place according to the diagram on the bulletin board.
 - H. A normal amount of clean-up must be provided by all users: waste placed in the trash can, coffee maker cleaned, and floors swept.
- V. The sanctuary
 - A. There is no usage or custodial fee for special services approved by the pastor.
 - B. There is a wedding usage fee of \$50 for the sanctuary, \$100 for the fellowship room. Regular attenders are excused from the above fees.
 - C. All are to pay \$25 custodian fee payable to the Church. The fee for a small wedding is negotiable with the custodian. If the fellowship room is used for a wedding reception, there is an additional \$25 custodian fee. Custodian will submit time worked to the treasurer.
 - D. The organist fee is negotiable with the organist, as is the fee for the minister with the minister.
 - E. All fees are to be deposited in separate envelopes with the pastor five days prior to the ceremony. Church and custodial fees are payable to the church. Checks may be dated as of the wedding ceremony.
 - F. No photographs including time exposures are allowed during the ceremony. Photographs are allowed before and after the ceremony including the processional and recessional. A stationary video recorder may be used throughout the whole ceremony.
- VI. General
 - A. The use of alcohol and drugs including tobacco is prohibited. The trustees may refuse use of the building to groups whose purpose and practices are inconsistent with the Discipline of the United Methodist Church. Closing time is 11:00pm.