**Holland’s United Methodist Church**

**Facility Use Policies**

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| Revision Date | Revision Number | Affected Pages | Reviewed By | Accepted By |
| May 20, 2009 | Rev #0.0 | ALL | G. Allred, KEB, Trustees | Trustees |
| May 27, 2009 | Rev #0.1 | Pg 10, Sec IV, ¶1 | G. Allred, KEB | Trustees |
| June 17, 2009 | Rev. #0.2 | Pg 3, Sec I, ¶5 | G. Banker, KEB | Trustees |
| March 17, 2010 | Rev. #1.1 | Pg. 15 | G. Banker, KEB | Trustees |
| Sept. 15, 2010 | Rev. #1.2 | Pgs. 16, 17 | KEB, JMM | KEB |
| Jan 18, 2011 | Rev. #2.1 | Pgs. 4 & 5 | Trustees | Trustees |
|  |  |  |  |  |
| July, 2014 |  | Pgs. 12-13 |  |  |
| June, 2016 |  | Page #s, headers, footers |  |  |
| July, 2017 |  | Pgs. 12 & 13 | Pastor Vaughan |  |
| May, 2018 |  | All | S. Middleton, Rev Rich | Trustees |
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**TABLE OF CONTENTS**

TITLE PAGE………………………………………………………………………………………. PAGE 1

TABLE OF CONTENTS……………………………………………………………………….. PAGE 2

WHO MAY USE THE FACILITIES..................................................................... PAGE 3

RESERVATIONS……………………………………………………………………………………. PAGE 3

GENERAL USE POLICIES ……………………………….…………………………………….. PAGE 3

ROOM SET-UP………………………………………………………………………………………. PAGE 4

SANCTUARY USE………………………………………………………………………………….. PAGE 4

FELLOWSHIP HALL USE………………………………………………………………………. PAGE 4

KITCHEN USE……………………………………………………………………………………….. PAGE 4

CLEAN-UP GUIDELINES……………………………………………………………………….. PAGE 4

INSURANCE STIPULATIONS….……………………………………………………………… PAGE 5

PAYMENT OF FEES………………………………………………………………….…………… PAGE 5

SEATING CAPACITIES………………………………………………................................. PAGE 5

AUDIO AND VISUAL POLICIES AND FEES.….…………………………….………. PAGE 6-7

KITCHEN AND FELLOWSHIP HALL CLEAN-UP CHECK LIST……………… PAGE 8-9

WEDDING GUIDELINES ………………………………..………………………………. PAGE 10-11

REV. VAUGHAN PERSONAL POLICY FOR OFFICIATING WEDDINGS….. PAGE 12

WEDDING FEES ………………………………….……………………………………………….. PAGE 13

WEDDING REQUEST FORM …………………………………………………………………PAGE 14

NON-SPONSORED GROUP RESERVATION REQUEST…………………………… PAGE 15

ONE TIME EVENT RESERVATION FORM.…………………………………………….. PAGE 16

REOCCURRING EVENT RESERVATION FORM.…………………………………….. PAGE 17**I.** **WHO MAY USE THE CHURCH FACILITIES:**

Policies and fees subject to change without prior notice by approval of

The Holland’s United Methodist Church Board of Trustees.

The use of Holland’s United Methodist Church Facilities (The Church) is generally restricted to groups that are sponsored by Holland’s United Methodist Church and members of its congregation; these groups shall have priority in scheduling. Depending on the purpose and nature of the group and based upon application and prior approval by The Church Trustees’ Committee, the church facilities may also be made available, per rental agreement, to other non-sponsored, non-profit and non-commercial groups such as:

* Adult Christian groups
* Supervised children’s groups (e.g. home-school groups, music recitals, drama groups, etc)
* Adult community groups
* Community education groups

**\*Fund-raisers are not allowed to be held on the church grounds by any group unless sponsored by Holland’s UMC.\***

**RESERVATIONS:**

* An Event Reservation Form must be obtained through The Church office or from The Church web site, hollandsumc.org, for any and all events.
* The person responsible for the event must complete the reservation form and return it to the Church Office in person or by e-mail to Katie Crocker at katie@hollandsumc.org.
* Non-sponsored groups may submit a reservation form at any time; however, an approved reservation will not be scheduled more than three months prior to the requested date.

**NOTIFICATION:**

* Sponsored groups of The Church will be notified by e-mail or phone call after reservation form has been received and processed.
* The responsible party of a non-sponsored group will be notified via email by the Church office once a decision has been made by the Trustee Committee.

**EXCLUDED ITEMS**:

* The following may not be used by non-sponsored groups: Church offices, nursery rooms, phones, copiers, computer equipment and any additional items as listed elsewhere in this document.

**GENERAL USE POLICIES:**

* There is no smoking permitted inside The Church; smoking is permitted in designated outside areas only.
* No alcoholic beverages are permitted inside The Church or on its property.
* Access to the facility on Friday and Saturday requires prior arrangement. Loaner keys are available in the church office Monday thru Thursday between 9:00 am and 5:00 pm.
* The building is available for use from 7:00 am to 11:00 pm (building security alarm is automatically turned on at 11:00 pm and off at 7:00 am each day).
* Time limits for activities and events should be scheduled within these times by the person in charge of event.

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The Holland’s United Methodist Church Board of Trustees.

* If there is a need requiring use of the building after normal hours, Trustees/Facilities Manager may be requested, in writing, at least five (5) days in advance to adjust the security system accordingly. Please summit request to Katie Crocker at katie@hollandsumc.org.
* Restrooms must be left in the order they were found, taking care to wipe sinks and countertops dry. Restrooms are located in the fellowship hall, hall near office, and original sanctuary.
* It is understood that the responsible party agrees to pay for any damages to The Church or its property.
* No decorations may be attached to windows, doors, walls or ceiling.
* Adequate adult supervision must be provided for all children and all children’s activities.
* The Church does not provide paper products. (paper plates, cups, cutlery, rolled paper towels)

**ROOM SET-UP:**

* The individual or group requesting use of The Church is responsible for setting up tables, chairs, decorations, etc.
* The responsible party is responsible for resetting the room the way it was found.

**SANCTUARY USE:**

* Any furniture moved in chancel area must be returned to its original position at the conclusion of the service.
* It is the responsibility of the group holding the event to clean the sanctuary after the event.
* Pulpit and Altar can be moved with the supervision of the facilities manager or a designated person only, such as sound technician or wedding coordinator.
* Organ, Piano, Drum Set, Choir Chairs and Worship Banners cannot be moved for any reason.
* Dripless candles must be used.

**FELLOWSHIP HALL USE:**

* Any furniture moved must be returned to its original position at the conclusion of the event.
* It is the responsibility of the group holding the event to clean the room after the event.
* See general guidelines for Clean-Up Guidelines.
* Fellowship Hall and Kitchen Clean-up Check List must be completed by all groups.
* No food or drink is allowed into other areas of the facility.

**KITCHEN USE:**

* It is the responsibility of the group holding the event to clean up at the conclusion of the event.
* If an outside caterer is used, caterer must agree to cover any and all damages to kitchen facilities or equipment.
* The group using the kitchen equipment is responsible for any damage to the equipment.
* See general guidelines for Clean-up Guidelines.
* Fellowship Hall and Kitchen Clean-Up Check List must be completed by all groups.

**CLEAN-UP GUIDELINES:**

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In planning your event, please plan for sufficient clean-up help ahead of time. It is the

responsibility of the contact person to see that the clean-up guidelines are followed.

* A “Kitchen Clean-up Check List” must be completed by any group using either the fellowship hall or the kitchen. There will be an additional $25.00 fee accessed if the form is not completed and followed properly. Return completed form to Church office or facility manager.
* The Church does not provide paper products.
* All decorations are to be removed from the rooms before leaving.
* Trash must be removed (from each area used) and placed in dumpster.
* Tables and chairs must be set up for the next scheduled event or the way it was found.

**INSURANCE STIPULATIONS:**

* Each non-sponsored user must provide The Church a “proof of insurance certificate” to insure the organization has adequate liability and medical payment coverage.
* The Church must also be named as an “additional insured” on the non-sponsored organization’s policy.
* If non-sponsored user does not have insurance coverage, then a non-liability clause will be added to this guideline. The Church will contact its insurance agent for assistance in writing this clause.

**PAYMENT OF FEES:**

* Rental fees are due at the time of reservation approval.
* **Members:** A $25.00 fee is due for all private events. Such as: weddings, birthday parties, family reunions, wedding showers, baby showers, and graduation parties.
* **Non-members:** Any group will pay non-member fees listed on page 15.

**SEATING CAPACITIES:**

* Main Sanctuary . . . . . . . . . . . . . . . . . . . . 400 in pews, 450 with overflow chairs, 40 in choir loft
* Original Sanctuary . . . . . . . . . . . . . . . . . . 225 (no additional seating available)
* New Fellowship Hall . . . . . . . . . . . . . . . . 475 w/tables and chairs, 600 w/chairs, 850 standing
* Classrooms 101, 102, 103 . . . . . . . . . . . . . 60 w/ chairs, 45 w/tables and chairs
* Classroom 108……………………………………35 w/chairs, 25 w/tables and chairs

Policies and fees subject to change without prior notice by approval of

The Holland’s United Methodist Church Board of Trustees.

**II.** **AUDIO AND VISUAL POLICIES AND FEES**

**GENERAL**

1. All participants in an event will abide by established policies and procedures.
2. Sound technicians are responsible for all aspects of the sound; they will have final authority over all parties for any changes to sound system equipment and set-up.
3. Policies and procedures are subject to change without notice.
4. Some circumstances may require minor deviation from policies; this may be done at the discretion of the sound technician in charge of the event.
5. All participants shall have completed set-up and sound checks at least 15 minutes prior to start of the event.
6. All special requests for sound and projection system set-up must be submitted to lead sound technician at least fourteen (14) days prior to the event.
7. No untrained sound advisors in sound booth. Sound mixing is a matter of personal preference. What one person hears may not be what the music leader wants to be heard.
8. Spouses and children are allowed in sound booth, provided they do not interfere with technician. Those that have been trained will be put to work. (i.e. running slides, listening to recording, help with set-up, etc.)

**SOUND TECHNICIANS**

1. Sound Technicians should arrive no less than 30 minutes prior to the start of an event.
2. Use check list, don’t run from memory; mistakes are more likely to happen.
3. Run sound checks through the main speakers to insure proper levels.
4. Lock wireless microphones in on position, no exceptions. If user refuses, take mic away.
5. Install new batteries in all microphones prior to start of an event.
6. Use old batteries for rehearsals and practice.

**PROJECTION OPERATORS**

1. Projection operators should arrive no less than 30 minutes prior to the start of an event.
2. Use check list, don’t run from memory; mistakes are more likely to happen.
3. Complete a presentation preview at least 15 minutes prior to start of event.
4. Check for any errors or mistakes in presentation.

**MUSICIANS, SINGERS AND SPEAKERS**

1. Set-up and sound checks must be completed 15 minutes prior to start of the event.
2. Unrehearsed singers and musicians must arrive 45 minutes before start of event.
3. Unrehearsed speakers must arrive 30 minutes before start of event.
4. Rehearsed singers and musicians must arrive 30 minutes before start of event.
5. Rehearsed speakers must arrive 15 minutes before start of event.

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**AUDIO AND VISUAL SYSTEM POLICIES AND FEES (cont.)**

**OUTSIDE EQUIPMENT**

1. A reasonable effort will be made to accommodate outside equipment.
2. Sound Technicians are not responsible for damage to nor proper operation of outside equipment.
3. Arrangements should be made prior to an event to bring in outside equipment. (as listed under General Policies ¶ 6)
4. Operators’ manuals should be available to sound technicians before any outside equipment is connected to Holland’s equipment.
5. Damage caused by outside equipment connected to sound or visual equipment owned by Holland’s United Methodist Church will be repaired at the expense of the person bringing in outside equipment.
6. Holland’s United Methodist Church will not supply nor is responsible to supply any cables, batteries or other accessories needed to connect outside equipment into its system.

**FEES**

1. Fees for sound technician and projection operator are payable directly to the individual.
2. Fee for sound technician and projection operator is $25.00 per hour per technician, with a minimum fee of $75.00 per technician; unless agreed upon prior to the event. For Weddings, see Wedding Fees page.
3. The projection operator is not responsible for presentation preparation, compatibility problems or providing special cables or connectors for outside equipment.

**DEFINITIONS**

1. Unrehearsed Performers is defined as anyone that has not practiced with the sound and projection system in a live “dress rehearsal” setting.
2. Rehearsed Performers is defined as anyone that has practiced with the sound and projection system in a live “dress rehearsal” setting.
3. Outside Equipment is defined as any sound equipment that is not owned by Holland’s United Methodist Church.
4. Reasonable Effort is defined as an effort made to connect outside equipment to the system owned by Holland’s United Methodist Church which does not require any special connections, cables, and rework or rewiring of Holland’s equipment.

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The Holland’s United Methodist Church Board of Trustees.

**III. FELLOWSHIP HALL AND KITCHEN CLEAN-UP CHECK LIST**

**\*Any group using the kitchen must have at least one person who will be held accountable for ensuring the kitchen and fellowship hall are left clean and orderly.**

**\*ALL GROUPS USING THE KITCHEN OR FELLOWSHIP HALL MUST COMPLETE THIS FORM. Return completed form to the facility manager via the church office.**

# Place all recyclables in proper container; do not put trash or food in recycling container.

# **KITCHEN**

**Counters & Sinks:**

\_\_\_\_\_ Wipe down all countertops with Clorox Cleanup

\_\_\_\_\_ Clean out all sinks and empty drain cups, don’t leave food remnants in sink

**Floors:**

\_\_\_\_\_ Sweep, Mop any spills

**Trash cans:**

\_\_\_\_\_ Do not place food in trash cans without a liner

\_\_\_\_\_ Empty all trashcans and carry trash to Dumpster

\_\_\_\_\_ Wipe out if needed & place liners in all trashcans

**Refrigerator:**

\_\_\_\_\_ Remove all perishable leftovers from refrigerator

\_\_\_\_\_ Wipe out all spills

\_\_\_\_\_ Wipe off condiment containers before returning them to the refrigerator

**Stove:**

\_\_\_\_\_ **Exhaust fan must be used at all times when burners are in use**

\_\_\_\_\_ Make sure griddle, all burners, and ovens are turned off.

\_\_\_\_\_ Clean spillover from underneath burners

\_\_\_\_\_ Empty grease trap and wash with hot soapy water

\_\_\_\_\_ Wipe off shelf & back of stove

**Dishwasher:**

 \_\_\_\_\_Make sure unit is turned off

\_\_\_\_\_Clean drain trap

**Pots, Pans, Trays, Utensils, Etc.:**

\_\_\_\_\_ Wash, Dry and return to appropriate place

**Coffeepots:**

\_\_\_\_\_ Wash and Dry

\_\_\_\_\_ **Unplug Coffee and Tea Makers**

## Paper Products:

Policies and fees subject to change without prior notice by approval of

The Holland’s United Methodist Church Board of Trustees.

**(Paper products are not to be used for private events, such as birthday parties, showers, family reunions, wedding receptions, non-sponsored groups, etc.)**

\_\_\_\_\_ Use opened sleeves first

\_\_\_\_\_ Replace unused paper products in plastic sleeve and return to appropriate shelf

\_\_\_\_\_ Keep like items together

**Kitchen linens:**

\_\_\_\_\_ Take towels and dish cloths home wash, dry, fold and return to appropriate drawer.

**Food:**

\_\_\_\_\_ **Please remove all leftover food.**

**FELLOWSHIP HALL**

\_\_\_\_\_ Wipe down tables

\_\_\_\_\_ Return tables to original position

\_\_\_\_\_ Wipe out chairs and place back under table

\_\_\_\_\_ Sweep floor

\_\_\_\_\_ Mop up any spills

**Reminder: All food and drink must remain in the fellowship hall**

### Group Using Kitchen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Notation of anything not clean upon arrival

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Notation of anything not clean upon conclusion

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact David Kennedy, Facility Manager at 919.772.5294 or david@hollandsumc.org for additional help or questions.

**IV. WEDDING GUIDELINES**

Policies and fees subject to change without prior notice by approval of

The Holland’s United Methodist Church Board of Trustees.

**RESERVATIONS AND PUBLIC ANNOUNCEMENTS:**

(*Weddings*)

*Before* any public announcement is made, dates and times for the wedding and rehearsal **must be coordinated with the officiating minister and The Church office**.

**WHO MAY BE MARRIED AT HOLLAND’S:**

Wedding ceremonies are only held for couples where the bride, the groom or someone in the immediate family are members or active constituents\*\* at Holland’s United Methodist Church.

\*\*Active constituents are people who attend a minimum of three (3) Sunday worship services per month for one (1) year prior to the wedding date.

**PREMARITAL COUNSELING:**

Premarital counseling is a prerequisite for marriage at Holland’s United Methodist Church. Arrangements for counseling should be made through the Lead Pastor and begin as early as possible. (See Reverend Rich Vaughan’s Personal Policy beginning on Page 12).

**WEDDING COORDINATOR:**

* A wedding director from the church will assist at all weddings and rehearsals.
* An outside wedding director may be used; however, the church’s wedding director must also be there and have final authority on procedure.
* The church office will contact the church’s wedding director after premarital counseling and dates have been confirmed.
* The wedding coordinator will then contact the bride and groom.

**REHEARSAL:**

* The wedding rehearsal should be scheduled as close to the wedding day as possible.
* Anyone participating in the wedding ceremony must be present for the rehearsal. This includes: wedding party, officiating minister, wedding director, musicians, soloist, and sound technicians. Other invited guests may be present.
* The preferred time of the rehearsal is 6:00 pm. The usual amount of time required is 45 – 60 minutes.

**MUSIC:**

* All music must be approved by the Minister of Music prior to the ceremony.
* All musicians must be approved by the Minister of Music prior to the ceremony.
* The Minister of Music may be contacted for assistance selecting appropriate music.

**SOUND TECHNICIANS:**

* The lead sound technician will receive a copy of the scheduled wedding and rehearsal.
* Any special requests or needs of participants, musicians and soloists in the ceremony should be conveyed to the sound department as soon as possible, but no less than 1 week before event.
* The sound technician scheduled for the ceremony may be contacted with any questions.

Refer to Sound Technician Policies and Procedures (Pg 6) for more information.

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**DECORATIONS:**

*(Weddings)*

* Decorations in the sanctuary should be kept simple.
* Only plastic floral hooks, chenille florist wire or ribbon may be used to attach approved decorations.
* Bows may be used for reserved seating.
* No decorations may be attached to sanctuary walls, chairs or communion rails.

**DRESSING AT THE CHURCH**

* The wedding party may use rooms in the church to change clothes.
* The bride and her attendants may have one room for changing and relaxing and one room to prepare hair and make-up.
* The groom and his attendants will have one room, away from the bridal party, for changing and relaxing.

**PHOTOGRAPHS AND RECORDING:**

* The photographer should meet with the wedding director before the beginning of the wedding rehearsal to review the church’s photograph policy.
* No flash photography during the ceremony.
* Video cameras must be stationary.

Programs should have a “No flash photography during the ceremony” statement printed on them.

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The Holland’s United Methodist Church Board of Trustees.

**The Reverend Richard C. Vaughan**

*(Weddings)*

Holland’s United Methodist Church, Lead Pastor

Personal Policy for Officiating Weddings

**Preamble:**

Due to varied and numerous requests I receive to serve as the officiant for weddings, it is important that I have a clear policy regarding when and for whom I will officiate a wedding.

As a pastor I am interested in establishing healthy marriages lived in the context of Christianity so here are my guidelines.

**Guidelines:**

1. The couple to be married must profess Christ as Lord and Savior at best; or, at the least, be of like mind in their exploration of the Christian faith as a lifestyle.
2. There will be three sessions of pre-marital counseling held with me. These sessions will be scheduled at times convenient for both parties.
3. I will encourage you to attend worship together during the time from the first contact with me regarding your wedding and the day of the ceremony.
4. In the event that I am not able to officiate or if you want a different pastor to officiate at a service held at Holland’s United Methodist Church, that pastor must be approved as an officiate in accordance with The Book of Discipline of The United Methodist Church. I will most likely need to have a conversation with the pastor before such approval takes place to make sure that we are on the same page.
5. I do not officiate weddings around Easter or Christmas unless there is an extreme exception to this rule and then I will consider it.

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*(Weddings)*

**WEDDING FEES**

**Holland’s UMC Wedding Coordinator:**

Rehearsal and Ceremony . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $225.00

(Must pay even if you have your own wedding coordinator

Make Check Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sound Technician:** (if needed)

Rehearsal and Ceremony . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $150.00

Reception - additional fee (dependent on needed equipment and time required)

**Note:** See Audio and Visual Policies and Fees for additional information.

Make check payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organist/Pianist:**

Music, pianist and organist must have prior approval of the Minister of Music.

Rehearsal and Ceremony . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $225.00

Make Check Payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Soloist** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . **. . . .** To be arranged separately by wedding party

**Officiating Minister** . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Honorarium

**Clean Up:**

Wedding party is responsible for clean-up and resetting rooms as found, per the clean-up guidelines, including vacuuming sanctuary. A small vacuum cleaner can be found in the Sound Booth and a larger vacuum cleaner can be located in the Janitor Closet near the bathrooms by the Nursery pod.

**REQUEST FOR WEDDING FORM**

*(Weddings)*

**Requested Wedding Date**

Ceremony Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_

Rehearsal Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_

Holland's minister you would like to officiate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of other pastor invited to officiate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you desire to be married at Holland's? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates for premarital counseling 1.\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Confirmation of the dates requested will not be given until this completed form has been submitted* to *the Church Office.* ***Confirmation of the date is tentative only****. Only after Minister’s Approval has been given can the wedding date be official and made public.*

|  |  |
| --- | --- |
| **Bride’s Information** | **Groom’s Information** |
| Member of Holland’s  | □ yes □ no | Member of Holland’s | □ yes □ no |
| Religious Background: |  | Religious Background: |  |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| City, Zip: |  | City, Zip: |  |
| Home Phone: |  | Home Phone: |  |
| Work Phone: |  | Work Phone: |  |
| Bride’s Parents: |  | Groom’s Parents: |  |
| Email: |  | Email: |  |

Location of Ceremony: □ New Sanctuary □ Original Sanctuary □ Minister's Office

□ Other (Please Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Reception: □ Fellowship Hall □ Original Fellowship Hall □ Off-Site

Florist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Soloist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Additional Wedding Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you like to donate your flowers to the church, for use during the worship services? □ yes □ no

Additional organist/pianist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I have received and read the Holland's United Methodist Church's Wedding Guidelines***

Bride's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minister’s Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NON-SPONSORED GROUP FACILITY USE REQUEST FORM (Non-Members)**

Please complete this form and return it to the Church office.

Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number Attending: \_\_\_\_\_\_\_\_\_\_\_\_

Event Time: Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set-up Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clean-up Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the purpose of the meeting or event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proof of insurance certificate or non-liability clause.

ROOMS/RESOURCES FEE SCHEDULE (Check all that apply):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check Here | Rooms/Resources Requested | Seating Capacity | Fee | Notes |
|  | Sanctuary | 400 | $400.00 | Maximum seating in pews |
|  | Sanctuary Sound System\* | N/A | $ 25.00 per hr with a minimum of $75.00 | An approved sound technician is required |
|  | Original Sanctuary | 225 | $275.00 | Maximum seating |
|  | Fellowship Hall and Kitchen | 475 | $400.00 | Maximum seating with tables and chairs |
|  | Large Classroom, Original Fellowship Hall & Kitchen, Youth Room | 60 Chairs | $120.00 | Maximum seating with tables reduces capacity to 45 (Room #101, 102, 103) |
|  | Small Classroom | 35 Chairs | $100.00 | Maximum seating with tables reduces capacity to 25 (Room #108) |
|  |  |  |  |  |

\*See Sound System Policies and Procedures

\*\*Reoccurring use is permitted. Holland’s has the right to discontinue availability with minimum 2 week notice to user.

**I have read the Facility Use Policy and agree to honor the Facility Use Policies.**

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

Signature of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved/Declined Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policies and fees subject to change without prior notice by approval of

The Holland’s United Methodist Church Board of Trustees.

**Original to: Board of Trustees, Copies to: Responsible Party and Facilities Manager**

# **MASTER CALENDAR SINGLE EVENT FORM**

This form is to help ensure that your group meeting or event is correctly scheduled on the Master Calendar through the church administrative office and effectively coordinated with other ministries in the church.

You can view the current church master calendar at any time on our website: **www.hollandsumc.org**

Please use **ONE FORM PER EVENT/GROUP MEETING.**

* **Access to the facility on Friday and Saturday requires prior arrangement. Loaner keys are available in the church office Monday thru Thursday between 9:00 am and 5:00 pm.**
* **Private use fee of $25.00 designated “Maintenance Fee” required prior to date used.**
* **Additional fee for sound system use, see Sound System Policy (Pg 6, 7) for details.**
* **Contact person(s) listed below is fully responsible for everyone in their party.**
* **Use of kitchen and/or fellowship hall requires Kitchen Clean Up Check List be completed and returned to the Church Office upon completion of event. (Forms are located above telephone in kitchen.)**

TODAY’S DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF GROUP MEETING/EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE OF THE MEETING OR EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME OF EVENT: FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_ AM / PM TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM / PM

TIME OF SET-UP: FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_AM / PM TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM / PM

TIME OF CLEAN-UP: FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_AM / PM TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM /PM

ROOM(S) REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPECIAL EQUIPMENT NEEDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOUND AND VISUAL EQUIPMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WILL A MEAL BE SERVED? (\_\_\_\_) YES (\_\_\_\_) NO

**COMMENTS:**

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The Holland’s United Methodist Church Board of Trustees.

# **MASTER CALENDAR REOCCURRING EVENT FORM**

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Please use **ONE FORM PER EVENT/GROUP MEETING.**

* **Access to the facility on Friday and Saturday requires prior arrangement. Loaner keys are available in the church office Monday thru Thursday between 9:00 am and 5:00 pm.**
* **Private use fee of $25.00 designated “Maintenance Fee” required prior to date used.**
* **Additional fee for sound system use, see Sound System Policy (Pg 6, 7) for details.**
* **Use of kitchen and/or fellowship hall requires KITCHEN CLEAN UP CHECK LIST be completed and returned to the Church Office upon completion of event. (Forms are located above telephone in kitchen.)**

TODAYS DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF GROUP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEETING/EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of event: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM / PM To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM / PM

Event start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day\* | Su | M | Tu | W | Th | F | Sa |
| Week 1 |  |  |  |  |  |  |  |
| Week 2 |  |  |  |  |  |  |  |
| Week 3 |  |  |  |  |  |  |  |
| Week 4 |  |  |  |  |  |  |  |
| Week 5 |  |  |  |  |  |  |  |

Meeting Schedule:

( \_\_\_ ) **WEEKLY** **MEETING**

( \_\_\_ ) **MONTHLY** **MEETING**

\**fill-in monthly calendar days as needed*

ROOM(S) REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( \_\_\_\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_ phone ( \_\_ \_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_ phone

 (home/mobile) (home/mobile)

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMENTS:**

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The Holland’s United Methodist Church Board of Trustees.