

RENTAL RATES FUMC BY AREA

\$100.00 refundable security deposit required

Remaining balances not paid four (4) weeks before the event will result in the reservation cancellation and forfeiture of all monies already paid unless prior arrangement for payment have been approved by the Pastor and the Facilities Manager.

Spirit Center Grand Hall (Seating 280 banquet style or 400 auditorium style)

Church Members and Other United Methodist Church Groups

\$175.00 base rental for 5 hours + \$25 for each additional hour

\$350.00 base rental for 10 hours. + \$25 for each additional hour.

Other non-profit service groups

\$400.00 base rental for 10 hours. + \$25.00 for each additional hour.

Commercial groups

\$500.00 base rental for 10 hours. + \$25.00 for each additional hour.

Prices include the following:

Tables & chairs (except for item for a rental company)

2 rooms available as dressing rooms

Wireless internet available

Cordless microphones & Microphone stands

Podium

Big Screen

Stage lights

Due to the cost of coffee and paper products (including plates, cups and table coverings), groups using the facility for meetings should provide these items for their use.

Additional fees will be charged for the following:

Sound system - \$125 for 10 hours. (This includes a trained sound board operator)

Kitchen - \$175.00

Ice only - \$15.00

Electric Piano - \$25.00

Piano - \$25.00 (The piano must remain on the stage at all times)

Projector Equipment - \$25.00

Spirit Center Kitchen (See Guidelines for Use on Page 6)

Kitchen includes:

Serving Line and Warming Trays

Gas Range

Convection Oven

Cooler and Freezer

Microwave oven

Tea serving containers

100 cup coffee maker

42 cup coffee maker

Kitchen Utensils

Pots and Pans

Cutting Board

Serving carts

Dish towels

Garbage containers and bags

Plates, saucers, cups, serving dishes, glasses, knives, forks and spoons

Items not included in the rental of the kitchen:

Coffee and paper products (including plates, cups, paper towels and table coverings).

Use of kitchen facilities does not include the services of the Foley UMC cook.

Foley UMC food supplies are not to be used.

Commercial deep fryers and oil are not to be used.

Additional fee will be charged for the following:

\$75.00 Commercial Dishwasher (FUMC will provide operators for the commercial dishwasher)

Facilities must be cleaned and the kitchen returned to the condition in which it was found.

Failure to adequately clean up after yourselves could result in a custodial fee of \$100.00.

No person under the age of 13 years of age shall enter the kitchen

Spirit Center Room 119

Seating 84 banquet style or 96 Lecture style

\$50.00 for the first 3 Hours and \$25.00 per hour for each additional Hour.

Room 119 includes

Podium

White Board

Sound system

Pull down screen

Desk

4 Meeting tables (8 ft. X 19 in.)

2 Folding tables (6 ft. X 30 in.)

2 Round children's tables

11 Children's chairs

1 large serving table

Efficiency kitchen (Bunn Coffee Maker, Small refrigerator, Small microwave, Small Sink, and Single restroom)

Due to the cost of coffee and paper products (including plates, cups and table coverings), groups using these facilities for meetings should provide these items for their use.

Spirit Center Room 114

Seating for 40

\$25.00 for the first 3 Hours and \$10.00 per hour for each additional Hour.

Room 114 includes

40 Chairs

4 – 8 ft. tables

1 – 6 ft. table

TV with DVD player

Podium

Single restroom

Spirit Center Room 121

Seating for 12 at 2 tables

\$20.00 for the first 3 Hours and \$10.00 per hour for each additional Hour.

Spirit Center Room 204

Seating for 35

\$25.00 for the first 3 Hours and \$10.00 per hour for each additional Hour.

Room 204 includes

35 Chairs

5 -8 ft. tables

2 – 6 ft. tables

TV

Spirit Center Room 205

Seating for 20

\$20.00 for the first 3 Hours and \$10.00 per hour for each additional Hour.

Room 205 includes

20 Chairs

Desk

1 – 6 ft. round table

1 – 5 ft. table

Small white board

Large groups (e.g., Youth Groups, missionary groups, students) staying on the floor in the Spirit Center will be charged \$7.00 per person per night. Large groups are limited to 10 nights maximum. Large groups of 20 or more will be assessed a \$14.00 per day custodial fee.

Sanctuary

Seating for 175

\$35.00 per hour

Use for any purposes other than religious ceremonies and meetings for the purpose of carrying on the business of the Church must be approved by the Pastor and Facilities Manager or Asst. Facilities Manager.

See separate guidelines for weddings and Funerals

GUIDELINES FOR KITCHEN

All Kitchen Use Must Be Scheduled with the Church Calendar Coordinator and approved by the Facilities Manager

1. CLEAN UP AFTER YOURSELF: Do not leave dishes for someone else to wash or put away. **Failure to adequately clean up after yourselves could result in a custodial fee of \$100.00.**
2. SPIRIT CENTER COFFEE STATION: You will need to supply your own coffee, cups & fixings. Empty grounds, rinse/wash decanters, wipe down bar & coffee maker, empty trash (located inside cabinet under the sink).
3. STOVE & OVEN USE: Exhaust fans over stove must be turned on at all times during cooking or baking, switches are located left side of exhaust hood over convection oven.
4. DIRTY LINENS/TOWELS:
Non Members: Place any towels, or dishcloths you use in the dirty linen containers under the sink.
Members: Take home any towels, dishcloths, or tablecloths you use and return them to their proper places ASAP to be used by the next group.
5. KEEP COOLER & FREEZER DOORS SHUT: Cooler door does NOT shut automatically, freezer door DOES shut automatically, but will not lock, so don't panic if you are inside when it closes behind you.
6. LEFTOVERS: Do not store leftovers in cooler/freezer unless it is intended to be used within one week or is dated, otherwise it will be thrown out – NO EXCEPTIONS.
7. USED DISHES, UTENSILS, GLASSES, CUPS, POTS AND PANS: Must be washed by hand and put away in their proper location.
DISHWASHER: \$75.00 Commercial Dishwasher Fee (FUMC will provide operators for the commercial dishwasher)
8. TAKE OUT GARBAGE: Liners are located inside garbage cans & on shelf above 3-compartment sink, Take All Garbage To Dumpster. Make sure bathroom in kitchen is clean.
9. LIGHTS OFF/BACK DOORS LOCKED: Be sure everything is turned off and secured before leaving kitchen.
10. NO CHILDREN UNDER AGE 13 ALLOWED IN KITCHEN