



Davis Memorial United Methodist Church

5301 Davis Boulevard
North Richland Hills TX 76180

Building Use Policy

This policy is to clarify the authority to use the premises of Davis Memorial UMC.

Repetitious or long-term use of Church facilities will be under the supervision of the Trustee Committee. The Pastor may permit brief or one-time usage as deemed proper and consistent with the mission of DMUMC.

Usage will be preceded by the granting of permission, payment of any fees, and placement of reservation(s) on the official church calendar.

There will be no fee for funerals, activities related to the regular functions of DMUMC, designated outreach/mission activities of DMUMC, or the UMC Conference.

Fees for other usage of the facilities will be as follows:

1. Usage by members (weddings, family reunions, significant anniversaries, etc):
\$250.00/day or \$125.00/half-day to use Sanctuary, Fellowship Hall, sound system and utilities.
\$100.00/day or \$50.00/half-day for organist (if available).
2. Usage by non-members (non-profit organizations not in conflict with the ministries of DMUMC):
\$650.00/day to use Sanctuary, Fellowship Hall, sound system and utilities.
\$100.00/day or \$50.00/half-day for organist (if available).

A reservation deposit of \$200.00 is required at time of scheduling and will be applied to total cost. The balance will be due and payable two weeks prior to the event.

- The deposit, less any expenses already incurred, is refundable if the event is canceled.
- A trained Church member must be in charge of and oversee use of the sound system.

Non-church member representatives of groups who will receive a key/keys for repetitive usage of the building shall pay a key deposit of \$50. This deposit will be refunded if all original keys issued to the representative(s) are returned to DMUMC.