

# General Building Use Fees

Fee Description	Member <sup>1</sup>	Non-Member	School / Nonprofit
Sanctuary (non-wedding, up to 4 hours)	\$100	\$400	\$200
Family Life Center (up to 4 hours)	\$100	\$500	\$200
Family Life Center Gym Sports Practice	—	—	\$50 per hour
Atrium (up to 4 hours)	\$50	\$100	\$50
Barnabas Hall (up to 4 hours)	\$50	\$100	\$50
Kitchen and Appliances*	\$50	\$250	\$150
Classrooms	\$0	\$50	\$50
Building Supervisor if needed (4 hours + \$15 each additional hour)	\$150	\$150	\$150
Cleaning Fee (if applicable)**	\$50	\$200	\$100
<b>Security Deposit</b>			
Sanctuary (non-wedding)	\$100	\$200	\$200
Family Life Center	\$100	\$200	\$200
Barnabas Hall	\$50	\$100	\$150
Atrium / Classroom	\$50	\$100	\$150

## TERMS:

Applicable security deposit must be paid at the time the facility(ies) is reserved. **Total fees applicable must be paid at least two (2) weeks prior to scheduled event.** Security deposit will be refunded within 30 days after scheduled event, less any fees necessary for cleaning and/or damage repair/replacement. **Cancellation of planned event less than 30 days prior to the scheduled event will result in forfeiture of deposit.** Church Office may contact Trustee Committee to discuss special circumstances.

Overnight Groups, defined as approved church groups with youth/adult (7:1 ratio), may stay at the church with no charge or deposit if on a mission trip. If not on a mission trip, a charge of \$4 per person per night and a \$200 deposit are required.

Alcoholic beverages are NOT allowed at any event held on the church campus.

**Exclusions:** For-profit organizations or “compensated” individuals are not allowed to use church facilities. Church facilities will not be available on Fridays, during holidays or holiday weekends.

<sup>1</sup> Church membership is defined as an active member of the congregation actively supporting St. Barnabas United Methodist Church with their prayers, presence, gifts, service and witness. Any questions regarding membership qualifications will be referred to Church Staff to make the final determination at their sole discretion.

\*If a caterer prepares any food in any fashion in the St. Barnabas kitchen, the caterer must provide proof of \$500,000 in General Liability Insurance coverage and Workers Compensation Insurance coverage.

\*\*If space used is not left in the same condition as it was prior to the event, a cleaning fee will be subtracted from the security deposit.

# Wedding-Related Fees

Fee Description	Member <sup>1</sup>	Non-Member	Note
Basic Wedding Fee*	\$400	\$1,250	Required
Premarital Counseling by Pastor	At Member's Discretion	At Pastor's Discretion	Required
Church-Provided Pianist/Organist	\$200	\$200	See Note <sup>2</sup>
Wedding Coordinator (up to 8 hours)**	\$150	\$150	Required
Sound Technician (up to 4 hours)***	\$60	\$100	Required
Video Technician (up to 4 hours)***	\$60	\$100	Optional
Clean-up Sanctuary and Facilities	\$100	\$200	Required
<b>Security Deposit</b>			
Sanctuary	\$200	\$400	Required

## TERMS:

The United Methodist Book of Discipline requires that if a St. Barnabas pastor is not officiating at the wedding, the officiant must be approved beforehand by the St. Barnabas Senior Pastor. If a St. Barnabas pastor is officiating, compensation for services will be discussed prior to the event.

Alcoholic beverages are NOT allowed at any event held on the church campus.

Applicable security deposit must be paid at the time the facility(ies) is reserved. **Total fees applicable must be paid at least two (2) weeks prior to scheduled event.** Security deposit will be refunded within 30 days after scheduled event, less any fees necessary for cleaning and/or damage repair/replacement. **Cancellation of planned event less than 30 days prior to the scheduled event will result in forfeiture of deposit.** Church Office may contact Trustee Committee to discuss special circumstances.

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<sup>2</sup> The charge is the same for pianist or organist if provided by the church. St. Barnabas' Director of Music has right of first refusal for all weddings. Usage of the piano or organ by any other performer must have prior written approval by the Director of Music.

\*Includes the use of the Sanctuary and dressing rooms.

\*\*Additional payment of \$30 per hour will be paid to the Wedding Coordinator for any work over eight (8) hours. The Wedding Coordinator's time includes time spent prior to and including the rehearsal, wedding and reception.

\*\*\*Additional payment of \$30 per hour will be paid to the Sound Technician and/or Video Technician for any work over four (4) hours. Charges for additional hours, if any, will be subtracted from the security deposit. A Sound Technician is required for the rehearsal and wedding but is not required for a reception or banquet. The Wedding Coordinator may turn on the microphone and lower the screen in the Family Life Center. If other equipment is needed, the equipment and operator must be supplied by the party using the facility(ies).