

**WILLIAMSBURG UNITED METHODIST CHURCH  
BOARD OF TRUSTEES BUILDING USE AGREEMENT  
WEDDINGS**

**Today's Date:** \_\_\_\_\_

Name of Bride and Groom: \_\_\_\_\_

Williamsburg United Methodist Church Member: YES \_\_\_\_\_ NO \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

**WEDDINGS**

***Clergy must be licensed to conduct a religious wedding ceremony by the Commonwealth of Virginia. If using clergy outside of WUMC, please have them make a complimentary call to the pastors of WUMC to inform them of your wedding arrangement.***

Minister: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Denomination: \_\_\_\_\_

Licensed in Virginia: Yes \_\_\_\_\_ No \_\_\_\_\_

**BUILDING USE**

Date Requested for Building Use: \_\_\_\_\_ Time Requested: \_\_\_\_\_ Size of Group: \_\_\_\_\_

Room(s) Requested: Sanctuary: \_\_\_\_\_ Atrium: \_\_\_\_\_ Fellowship Hall: \_\_\_\_\_ Kitchen: \_\_\_\_\_

Will there be food preparation involved? YES \_\_\_ NO \_\_\_ Catered \_\_\_ Cooking \_\_\_ Refreshments \_\_\_\_\_

Fees for Building Use are listed below. The fees defray utility cost, clean up, and maintenance cost.

***Room use fees are due at the time the request is made.*** Please call the Church Office (229-1771) to check the availability of a room. ***Room reservations will be made after this agreement is signed.*** WUMC reserves the right to cancel the requested space with 24 hrs. notice prior to the event. Even if the allotted space remains available for the requested date, our limited parking spaces are not guaranteed.

**WEDDING FEES**

|                             |                      |          |
|-----------------------------|----------------------|----------|
| Minister                    | \$ 300.00            |          |
| Coordinator                 | \$ 150.00            |          |
| *Custodian                  | \$ 250.00            |          |
| *Custodian (with reception) | \$ 325.00            |          |
| Sound Tech Sanctuary        | \$ 50.00             | Optional |
| Sound Tech Fellowship Hall  | \$ 50.00             |          |
| Organist                    | \$ 250.00            |          |
| Soloist                     | \$ 100.00 - \$150.00 |          |

Highlighted fees are due two weeks prior to wedding and mailed to Gwen Hamrick (wedding coordinator/address on back). Each check made out to individuals. Sanctuary rental due now.

\*for weddings starting after 6:00 p.m., add an additional fee of \$75.00

|                       |           |
|-----------------------|-----------|
| Sanctuary             | \$1000.00 |
| Kitchen               | \$ 350.00 |
| Fellowship Hall       | \$1400.00 |
| Atrium                | \$ 550.00 |
| Chapel                | \$ 300.00 |
| Wesley Hall – Rm. 121 | \$ 250.00 |

Curfew for Fellowship Hall: M-F 9:30 p.m.  
Saturday - 7:00 p.m.

|                             |           |
|-----------------------------|-----------|
| Fellowship Hall <b>plus</b> | \$1400.00 |
| Event Liaison               | \$ 150.00 |
|                             | \$1550.00 |

|                     |           |
|---------------------|-----------|
| Kitchen <b>plus</b> | \$ 350.00 |
| Kitchen Liaison     | \$ 150.00 |
|                     | \$ 500.00 |

If both the Sanctuary and Fellowship Hall (with Liaison/\$150.00) are rented for \$2550.00, a 15% discount is given on the facility only to equal \$2167.50. If you are a member or the child or grandchild of a member of Williamsburg UMC, only the facility fees are waived.

On the church web site [www.williamsburgumc.org](http://www.williamsburgumc.org) fill out and follow instructions for the ***Wedding Registration and Information Form***. Please be in touch with the Church Wedding Coordination, Gwen Hamrick (757) 259-0318. Checks for the minister, coordinator, organist, custodian, instrumentalist and sound technician/s (to be written to each individual) and mailed two weeks prior to the event date to: Gwen Hamrick 901 Lantern Place Williamsburg, VA 23185.

#### **STANDARD BUILDING PROCEDURES FOR WEDDINGS**

**We understand and agree to obey the following rules as we use the church facilities:**

1. We relieve Williamsburg United Methodist Church of liability for any injuries that may occur on church property.
2. Williamsburg United Methodist Church is a smoke free environment. No alcoholic beverages are permitted. Requests for use of the piano or organ must go through the Director of Music Ministries.
3. All dance events will be restricted to Wesley Hall and Multipurpose Room while wedding receptions may be held in Fellowship Hall. If a Disc Jockey is to be involved, the Church Office must be made aware at time of reservation.
4. All food and drinks are to be kept inside the requested room.
5. No screws or nails may be driven into the building. No items may be attached to any part of the building or grounds in a manner that will cause damage.
6. Each group accepts full responsibility for any damages(s), and will report it to the Church Office the next working day after use of the building. Emergencies should be reported immediately.
7. All children are to be supervised by at least two responsible adults.

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**Sign and date below; keep a copy for your records. Payment is due upon return of this agreement. Agreement null and void if not received with payment within 15 days of receipt to secure your date.**

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Signed: \_\_\_\_\_

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

Payment Submitted: \$ \_\_\_\_\_