

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

*Church activities that are open to the public and activities that promote ideals and values consistent with history, beliefs and practices of the United Methodist Church are exempt from building use fees.*

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

Name of Activity: \_\_\_\_\_

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

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

Describe Nature of This Event: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_

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.



Small Classroom (102, 104)	\$ 75.00
Large Classroom (101, 103)	\$ 100.00
Parlor	\$ 350.00
Wesley Hall – Rm. 121	\$ 250.00
Sanctuary	\$1000.00
Atrium	\$ 550.00
Chapel	\$ 300.00
Kitchen	\$ 350.00
Fellowship Hall	\$1400.00
Fellowship Hall <b>plus</b>	\$1400.00
Event Liaison	\$ 150.00
	<u>\$1550.00</u>
Kitchen <b>plus</b>	\$ 350.00
Kitchen Liaison	\$ 150.00
	<u>\$ 500.00</u>

**SPECIAL EVENT FEE** \$ 250.00

**FUNERAL FEES**

Minister	\$ 300.00
Organist	\$ 125.00
Soloist	\$ 100.00 - \$150.00

\*Custodian \$ 175.00

\*Custodian (with reception) \$ 275.00

Sound Tech Sanctuary \$ 50.00

Sound Tech Fellowship Hall \$ 50.00

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

Curfew for Fellowship Hall:

M-F **9:30 p.m.** Saturday - **7:00 p.m.**

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.

If any event, for which a use agreement has been entered into, requires more than one rehearsal, which is included with the basic facility fee, an additional fee of 10% of that basic facility fee will be added for each additional rehearsal. If the additional rehearsal requires set-up and tear-down of any facility to be used, an additional custodial fee of \$75.00 will be added.

For overnight guests staying at the church, the following fees will incur and will be paid to the church two weeks prior to the visit: \$10.00 per person/per night with a maximum of 25 guests.

**STANDARD BUILDING PROCEDURES FOR GENERAL USE EVENTS**

**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. Any question and for the Custodian should be directed to the church office. Diagrams for set up should be sketched and turned into the Church Office.
3. 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.
4. 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.
5. All food and drinks are to be kept inside the requested room.
6. 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.
7. 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.
8. 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.**

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

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

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