

Monticello United Methodist Church Facility Use and Fee Guidelines

With the exception of official church sponsored organizations, any group desiring to use the Church space must secure permission from the Board of Trustee's and/or the Pastor. Use of Church facilities for personal profit is not allowed. Fund raising events may take place when sponsored by the Board of Trustees.

Smoking or the use of alcohol is not allowed on the premises.

Janitorial duties are the responsibility of each group or person using *any* church facility.

The church should be returned to the same condition of cleanliness in which it was found, unless other arrangements are made prior to the scheduled event.

Specific duties include:

- All tables and chairs used are to be cleaned and returned to the tables areas as found. They are to be set-up as they were found. Or returned to the storage area.
- Tables should be stacked top to top and bottom to bottom to avoid damage to the table surface. White chairs used from the storage closet are to be returned to the storage closet stacked as they were found.
- All trash is to be disposed of and placed in the outside dumpster. Clean trash bags are to be place in the trash cans.
- Floors are to be swept following use with brooms and dust mop. *Please wet mop any spills.*
- All carpet (including sanctuary) must be vacuumed with the sweeper (located in the storage closet in Fellowship Hall.)
- Kitchen: cleaned including all counter-tops, sinks and dishes. If coffee pots are used, please wash, dry and store with lids off for air drying. No food is to be left in the refrigerators or freezer. Make sure refrigerator and freezer doors are closed properly.
- Bathrooms: checked for cleanliness, stools flushed and lights turned-off.
- When leaving the building make sure all lights, ovens, fans, video equipment and other machinery are tuned off. *If candles were used, please make sure they are completely extinguished.*
- Please check that all doors are locked and secure.

Failure to properly maintain the facility may result in forfeiture of deposit and future use. Additional fees may be assessed if facilities are not thoroughly cleaned after use.

Church organizations that can be employed for an additional fee of \$100.00 for custodial help with Sanctuary weddings are: Monticello United Methodist Women (UMW), Monticello United Methodist Men (UMM), and the Boy Scouts. Call the church office if you are interested in scheduling any of these groups.

<p align="center"><u>Calendar Fee:</u> Due when scheduling occurs in the church office. All events (members and non-member) must be scheduled through the church office (913-441-1435).</p>	<p align="center"><u>Non-Member/Non-Church Group</u></p>	<p align="center"><u>Member</u></p>
<p><u>Facility Manager Fee:</u> The person will oversee the activities of all non-members while using the facility.</p>	<p align="center">\$100</p>	<p align="center">Not Applicable</p>
<p><u>Deposit:</u> Refundable if all conditions met. Please use a separate check for the deposit.</p>	<p align="center">\$25/hour</p>	<p align="center">\$25/hour</p>
<p><u>Fellowship Hall/Kitchen Use:</u></p> <p>Church Groups:</p> <p>Member Personal Use:</p> <p>Non-Church Group:</p> <p>Non-Member Personal Use: Note: Anyone using kitchen facilities must do so with a member of United Methodist Women or its representative to act as Kitchen Coordinator</p>	<p align="center"><u>Fellowship Hall</u></p> <p align="center">No Charge</p> <p align="center">\$25</p> <p align="center">\$200 – First 4 hours Plus \$50/hour for each additional hour</p> <p align="center">\$250</p>	<p align="center"><u>Kitchen</u></p> <p align="center">No Charge</p> <p align="center">\$25</p> <p align="center">\$25/hour</p> <p align="center">\$25/hour</p>
<p align="center"><u>Weddings</u></p> <p>Sanctuary/Chapel*: *Plus Facility Manager Fee:</p> <p>Services of Pastor: (paid to Pastor)</p> <p>Services of Organist: (paid to Organist)</p>	<p align="center">\$500* *\$25/hour</p> <p align="center">\$200</p> <p align="center">\$100</p>	<p align="center">\$250* *\$25/hour</p> <p align="center">\$200</p> <p align="center">\$100</p>