



THE GARDEN

Villa Rica First United Methodist Church

Facility Use Policy

Effective January 1, 2018

FACILITY USE POLICIES:

It is the desire of Villa Rica First United Methodist Church at The Garden (The Church) and its staff that every event held on church property should be made memorable and truly beautiful. In order that the proper procedures are followed, this material is made available to you.

The Church has established the following policies and procedures regarding events which are held in our facilities. These policies and procedures are separate from the policies and procedures outlined in our Wedding Policy. We ask your cooperation in these areas.

Use of all church facilities is to be consistent with the ecumenical objectives and Social Principles outlined in The Book of Discipline of the United Methodist Church. (Part IV, ¶¶ 160- 166)

RESERVING THE CHURCH:

The first step in making plans is deciding on the date and hour for the event. As general practice, events may not be scheduled on Sundays, the weekend prior to or after Vacation Bible School, or during the week of Easter or Thanksgiving weekend. There will be no weekend events during the month of December because of extensive use of church facilities for special activities during this period.

Please see the Fee Schedule.

Events may not be scheduled to start later than 7:00 pm.

An event is not placed on the church calendar until the reservation form has been completed and all deposits have been paid. All other fees shall be paid no later than 2 weeks prior to the event. Deposits will be returned following the approval of the Facility Coordinator. **No nursery accommodations are available on the church premises, due to liability issues.**

ALCOHOL – SMOKING:

No alcoholic beverages shall be permitted on church property. The Church is a tobacco-free facility.

COMPLETION OF EVENT:

Upon the completion of each event the church facilities should be returned to their original condition.

All tables, chairs and any other furnishings that have been moved shall be returned to their proper places. The area used will be vacuumed and cleaned as necessary. All consumables (trash, food items, etc.) must be placed in proper waste containers. If the amount or type of trash-after is significant or would become a problem due to odors, it must be placed in the outdoor dumpster located behind the kitchen.

THE FACILITY COORDINATOR:

For groups not affiliated with Villa Rica First United Church, the church will provide a Facility Coordinator who will coordinate heating & air settings, building access, and other such needs. The Facility Coordinator will also assure that the entire preparation, set-up, and event are carried out with due care for the Church facilities and property. The Facility Coordinator will be present at all functions with the hope that his/her presence will be an asset to the event. The Facility Coordinator's fee is mandatory and non-refundable.

SPACES AVAILABLE FOR USE:

Groups may reserve the following spaces for use:

Class Rooms

Kitchen (For outside groups, use of the Kitchen does not include the use of the stove or church supplies, i.e. dishes, glasses, utensils, cups, paper goods, etc.)

Sanctuary (Use of the Sanctuary is limited and for outside groups must be approved by the Senior Pastor. Use of the sanctuary includes maximum of 20 round tables with 8 chairs each. Use of Sound equipment is permitted but can only be operated by authorized personnel. If this service is required a fee of \$75.00 will be charged)

TIME ALLOCATIONS:

All events will be scheduled for 4 hours usage. If you feel more time is needed, please discuss this when reserving. Additional time/fees can be arranged if the facilities are available.

FEE SCHEDULE: (A member is defined as a Professing Member of The Church for a minimum of 6 months at the date the building is reserved.)

1. Church groups and Church-oriented ministries (i.e. Rome Carrollton District, North Georgia Annual Conference, Walk to Emmaus, Scouts, etc.) may reserve the church facilities for functions as needed at no charge.

2. Church Members may reserve the church facilities for personal events (i.e. birthday celebrations, showers, anniversary, etc.) related to their immediate family members (i.e. self, parents, spouse, children, siblings), or a church member for an event honoring another church member, by paying a non-refundable fee of \$75.00.

3. Civic Groups & Non-Profit Groups (i.e. other churches, Christian ministries, Home Owners Associations, clubs, etc.) may reserve the church facilities by making a deposit of \$100.00, a non-refundable fee of \$75.00 (Additional time \$50/hour) and the Facilities Coordinator fee of \$50.00.

4. Groups outside of the church (i.e. concerts not supported by the church, fund raising groups, recitals, etc.) may reserve the church facilities by making a deposit of \$100.00, a non-refundable fee of \$150.00 (Additional time \$50/hour), and the Facilities Coordinator fee of \$50.00.

5. Non-members may reserve the church facilities for personal events by making a deposit of \$100.00, a non-refundable fee of \$150.00 (Additional time \$50/hour), and the Facilities Coordinator fee of \$50.00.

Groups and individuals that are not covered by these categories may request use of the church facilities. Approval will be given by the Board of Trustees and or the pastor (The Book of Discipline ¶12532) on a case by case basis.



FACILITIES USE RESERVATION REQUEST FORM

EVENT NAME/GROUP TITLE: _____

GROUP USING VRFUMC (IF DIFFERENT): _____

EVENT DATE: _____ TIMES NEEDED: _____

SPACE(S) REQUESTED: _____

PERSON MAKING RESERVATION: _____

RESPONSIBLE PERSON (IF DIFFERENT): _____

CONTACT PERSON: _____

CONTACT PHONE NUMBER(S): _____

CONTACT MAILING ADDRESS: _____

TAX ID (IF REQUIRED): _____

*****Please note, in some cases a COL (Certificate of Liability) may be required. *****

OFFICE USE ONLY:

GROUP TYPE: _____ Date request submitted _____

Request approved by _____ Date _____

Deposit Amount \$ _____ Date of Deposit Returned _____

Remainder of Fees Due _____ Date Remaining Fee Received _____