

3002 W. Bloomington Road  
Champaign, IL 61822  
**Facility Use Guidelines**

New Horizon United Methodist Church—hereafter referred to as NHUMC—at 3002 W. Bloomington Road is available for use by both members and non-members for certain pre-approved not-for-profit functions. Requests for use of the facility should be received at least 60 days prior to the intended day of use. Requests must be reviewed by the Lead Pastor, Executive Director and the staff team prior to approval. Events in non-agreement with the mission, vision and values of NHUMC will not be approved. All non-church related events are subject to cancellation should a conflict arise with a church-related event.

## **Liability**

- All church related event liability is covered by the church insurance policy. (A wedding is considered church related)
- Non-church-related events will require proof of insurance for use of the facility.
- Non-church-related events will be required to demonstrate proof of insurance within 10 working days of being notified that the event has been approved. This includes both medical and property loss insurance. (This type of coverage is often provided under homeowners insurance policies or can often be purchased on short notice from many insurance companies for individual events).
- Insurance coverage must be provided through the person's individual or family policy for all injuries resulting from physical activities or sports.
- NHUMC—or representative of NHUMC—accepts no responsibility for personal injury during non-church-related events.
- NHUMC—or representative of NHUMC—accepts no responsibility for personal property loss.

## **Scheduling**

### **INITIAL SCHEDULING:**

- Requests for facility use should be directed to the NHUMC office at 359-8909.
- Available space accommodations may be viewed by appointment only.
- After the details of the event are received final approval will be given to the requesting party.
- Approved events will tentatively be scheduled in the NHUMC calendar and maintained by NHUMC administrative personnel.

### **FINAL SCHEDULING:**

- For events with outside groups, proof of Insurance is due 10 working days after notification of initial approval to NHUMC.
- A non-refundable deposit fee of \$100 is due 10 working days after notification of initial event approval payable to New Horizon UMC. Cancellations must be received no later than 5 working days prior to the event.

### **WEDDING SCHEDULING**

- All wedding ceremonies held at NHUMC are officiated by the lead pastor of NHUMC. Marriage counseling with the NHUMC lead pastor and the engaged couple is required before the marriage. The number and length of the counseling sessions is determined by the pastor. An

initial conversation with the lead pastor and engaged couple will determine the scheduling of the counseling and wedding ceremony.

## **Facility Use Fee**

***Ministry Team Members (Members of New Horizon UMC)***                      Donation

### ***Non-Ministry Team Member (People not Members of New Horizon UMC) or an Outside Group:***

Entire Facility - includes kitchen (4 hour maximum)	\$1000.00
Each additional hour	\$175.00
Partial Facility (4 hour maximum)	\$800.00
(Includes Worship Area, Connections Café, restrooms - two dressing rooms & picture room for weddings)	
Each additional hour	\$150.00
Facility for wedding rehearsal (2 hour maximum)	\$150.00
Facility for wedding rehearsal and dinner (4 hour maximum)	\$400.00
Each additional hour	\$125.00
Connection Café (4 hour maximum)	\$250.00
Each additional hour	\$50.00
Meeting Room (4 hour maximum)	\$100.00
Each additional hour	\$ 25.00

## **Event Personnel and Connections Café Beverage Fees**

***The following are the fees for Ministry Team Members (Members of New Horizon UMC) and Non-Ministry Team Member's (People not Members of New Horizon UMC) or an Outside Group:***

### **Pastoral Services if warranted:**

Please take into consideration the necessary time your event will require from the pastor for pre-planning, rehearsal, the event, and the follow-up reception, a recommended donation of \$250.

### **Wedding Coordinator:**

A paid wedding coordinator must be present during all wedding events and should be the primary contact person before, during and after the wedding. We have a list of wedding coordinators available. The fee is \$25 per hour.

### **Host:**

A paid event host must be present during all events. This individual takes care of any event needs during the event. The fee is \$15.00 per hour. If you have a wedding coordinator, a host is not needed.

### **Multimedia-Sound Equipment:**

The use of NHUMC multi-media/sound music equipment will be allowed only if operated by NHUMC personnel. The fee is \$25 per hour per person. The chapel is equipped with an audio feed and window view of the service, and is available for use during weddings as a place to care for restless infants.

### **Special Music:**

Special music scheduling and fees must be negotiated between the individual or group planning the event and the musical artist selected by the people holding the event. The fee is paid directly to the musical artist by the individual or group planning the event.

**Janitorial Services:**

If your event is scheduled for a Friday or Saturday, the janitorial fee is \$25 per hour with a minimum of two hours to ensure the facility is in the proper condition for our Sunday worship experiences.

**Stage Equipment:**

Stage Equipment can be pushed back to create more space on the stage for a \$100 fee. Due to normal daily functions at NHUMC, we will not completely clear the stage of all music and sound equipment.

**Connections Café Beverage Cost:**

*Includes cups along with ice for soda and creamers for coffee*

Pop Machine Use	Each person attending event	\$1.00 per person for unlimited pop
Coffee	1 ½ gallon pot	\$15.00
	1 gallon pot	\$10.00
	½ gallon pot	\$5.00

**Fee Payment Schedule**

The total dollar amount for the event minus the \$100 deposit (see scheduling) is billed to the individual or group by NHUMC after the event is completed and is due to NHUMC in 10 working days.

**Facility Access and Security**

- Access to the facility will be provided by the wedding coordinator or host.
- Set-up/Take-down will be the responsibility of the custodian under the supervision of the NHUMC wedding coordinator or host.
- It is expected that the facility be returned to its original condition, unless otherwise agreed upon, at the end of the event as determined by the NHUMC wedding coordinator or host.

**General Policies**

- No smoking, alcoholic beverages, illegal drugs, foul language or gambling are allowed on the church property. Users are expected to conduct themselves in a manner consistent with NHUMC moral teachings.
- No pets allowed.
- Children must be supervised by someone over the age of 18 at all times.
- The nursery rooms can only be used when staffed by NHUMC childcare personnel or other personnel approved by the event coordinator at a ratio of one caretaker per 8 children.
- External doors are not to be propped open for ventilating purposes.
- Damaged or missing items must be replaced or reimbursed at current replacement prices. NHUMC will not provide security of any kind for the event.
- All use of the facility and grounds is at the user's risk and the user may be required to sign individual waivers of liability.
- Users must be out of the facility by 6 p.m. unless pre-approved at the time of the initial approval.
- The use of rice, bird seed, confetti, glitter, or rose petals (except with the use of a wedding runner) is prohibited. The use of bubbles outdoors is acceptable for a wedding event.
- Red juice is prohibited
- Only drip-less candles can be used.
- No special lighting will be provided.
- All NHUMC property is to remain at the 3002 W. Bloomington Road campus.