

# ANNETTA UNITED METHODIST CHURCH

2836 West FM 5  
Aledo, Texas 76008

## Church Use Agreement and Fees

Date of Activity \_\_\_\_\_ Time \_\_\_\_\_  
Person(s) responsible \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact phone number \_\_\_\_\_ Email \_\_\_\_\_

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<u>Fees</u>	<u>Amount</u>
<u>Building Use</u>	
Deposit	\$200.00
Sanctuary Building	\$500.00
Family Life Center/Reception	\$250.00
<u>Additional Fees (Weddings)</u>	
Minister	Honorary
Pianist	\$150.00

<u>Payments</u>	<u>Amount</u>
Deposit/Date _____	
Payment _____	
Payment _____	
Payment _____	
Payment _____	

Pastor Approval \_\_\_\_\_

# ANNETTA UNITED METHODIST CHURCH

## Policy for Use of Church Properties for Weddings and other Community functions

The physical properties of the Annetta United Methodist Church, Aledo, Texas, Inc., hereafter referred to as the "Church" are under the direction and control of the Board of Trustees of the Church. Day to day activities are under the control of the Pastor or any member who is present and conducting programs of the Church. These properties are made available to requesting groups outside the congregation on a first come-first served basis at the discretion of the Board of Trustees.

This Church is a fellowship of believers professing faith in God through Jesus Christ. All activities at the Church or in the name of the Church will be conducted with adherence to, and respect for, the beliefs and faith practices of this congregation. This document, outlining Church policies of use of the properties, has been established for the protection of all parties involved, including the Church and those requesting its use.

All weddings at the Church will be celebrations of the Christian Marriage Covenant. The Church respects the personality and individuality of each couple, but requests adherence to this document to preserve the historic Sanctuary and other facilities. Prospective wedding dates should be confirmed through the Church office; the Church reserves the right to deny wedding on certain occasions in keeping with the liturgical practices of the congregation.

### Reservations

All reservations are to be made through the church office; to wit, The pastor, Chair of the Board of Trustees or other individual so designated to maintain the calendar of the Church. If there is a conflict of dates, the approved event posted on the calendar takes priority. **A deposit of \$200.00 must be made at the time the reservation is made. Balances of all fees may be paid at any time, but all fees will be due no later than two (2) weeks before the rehearsal of a wedding or the actual event.** The initial deposit will be refundable if the buildings and properties are found to be in the same condition as before the wedding or event.

### Care of the Property

All persons are expected to use the Church property respectfully; any damage in excess of what is considered to be normal wear and tear is the responsibility of the individual, family, or group using the property. The Board of Trustees shall determine what is in excess of normal wear and tear to the facility.

## The Minister

The minister will be in charge of the wedding service. Professional wedding service consultants may be used but his/her authority will not supersede that of the minister. The minister has the right to cancel any wedding service/activity if church policy is not followed, without the return of any fees.

If the minister is to be someone other than the pastor, this should be cleared with the pastor at the time reservations are made for the facilities. The guest minister shall recognize the United Methodist Church as a valid part of the holy catholic Church and hold respect for the United Methodist Church's doctrines and policies. The guest minister shall be an ordained (or equivalent) minister in good standing with his/her denomination. The guest minister shall be willing to abide by the accepted code of ministerial ethics.

## Wedding Coordinator

The Wedding Coordinator is a member of the Church and is responsible for coordination with the wedding party. They will open and close the facilities and oversee the function.

## Music

The music used in a wedding service is important and should be suitable for a sacred occasion. Use of live musicians for all music in the service is strongly encouraged. If the use of the sound equipment is required, arrangements must be made for one of the trained sound system operators to be present to operate the system. The system may not be operated by anyone else.

The use of Church owned instruments, including electronic keyboards, must have the permission of the music leader of the Church.

## Decorations

Decorations should be arranged to accentuate all religious symbols and the natural beauty of the sanctuary. In no case shall decorations obstruct religious symbols. Decorations should be so arranged as to not obstruct the vision of the minister, musicians, soloist, or any member of the wedding party.

Flowers, bows, and other decorations shall be fixed to the church building and/or furnishings with smooth, non-marring and non-sticking devices such as ribbon, covered wire, (pipe cleaners) rubber bands, or padded clamps. **NO nails, tacks, tape, or hard, rough objects are to be used.**

All carpet and floors will be protected from dripping wax. Clear plastic sheeting will serve this purpose. Candle snuffers will be provided by the church.

All decorations are to be removed immediately following the ceremony unless previous arrangements have been made.

Air Conditioning will be turned on for the comfort of attendees but not to preserve floral arrangements.

Movement or rearrangement of chancel area furniture and alter furnishings is not permitted without the permission of the Pastor.

The church will insure the proper liturgical appointments appropriate for weddings, according to the United Methodist tradition, are present.

Any questions regarding decorations should be referred to the Pastor or representative of the Board of Directors.

## **Photography**

No additional lighting will be allowed while the service is in progress. The use of video recording is encouraged but must be stationary during the wedding service. Absolutely no cameras in the chancel area.

## **Reception**

Arrangements may be made for the reception to be held in church property. All arrangements for serving and cleaning up of the kitchen facilities are the responsibility of the individual(s) using the property. Only BIRDSEED may be used outside the Church facility.

## **Child Care**

Child care is not provided. Liability issues preclude the church from providing child care for anyone except children who are within our church family. The child-care facilities will not be available for use for any function other than activities of the Annetta United Methodist Church.

## **Smoking, alcoholic beverages, and drugs**

There will be **no smoking within church buildings or on the church property.**

**No alcoholic beverages of any kind are allowed on church property.**

No person using alcohol as a beverage or abusing drugs shall participate in the wedding service or any other activity within the church.

## **Members and Non-Members**

There will be a differential in the fees between members and non-members. All other provisions of this policy will apply member or non-member.

## **Administration**

The Church Pastor, Chair of the Board of Trustees, or member so designated to act for the Trustees shall be responsible for the administration of these rules. The Pastor shall have the authority to make adjustments in special situations in consultation with the Chairperson of the Board of Trustees. **Cancellations** deposits shall be returned if the cancellation is made at least two weeks in advance of date of use and no applicant has been denied the facility on the reserved date.

**Liability**

All persons using the facility of the Church assume entire responsibility and liability for any claim or actions based on or arising out of injuries, including death, to persons or damages to or destruction of property, sustained or alleged to have been sustained in connection with or to have arisen out of or incidental to the use of the facilities of the Church, regardless of whether such claims or actions are founded in whole or in part upon alleged negligence of the Church, any representative of the church or the employees, agents, invitees, or licensees thereof. All persons using the facilities of the Church further agree to indemnify and hold harmless the church and its representatives, and the employees, agents, invitees, and licensees thereof in respect of any such matters to agree to defend any claim or suit or action brought against the Church, its representatives and the employees, agents, invitees and licensees thereof. Further all parties using the facilities assume full responsibility for the conduct of themselves, members of their families and/or guests.

**Agreement to the building use policy of Annetta United Methodist Church**

Person(s) Responsible (please print) \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Representative of Annetta United Methodist Church

Name (please print) \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Recorded on Calendar \_\_\_\_\_

Pastor's signature \_\_\_\_\_