

RULES AND GUIDELINES  
FOR THE USE OF  
BERRYTON UMC FACILITIES

- 1 The facilities are primarily for the use of Berryton United Methodist Church (BUMC).
- 2 Requests for the use of the facilities must be made through the church office, please call (862-9494) at least one week prior to date requested for use. Request must be approved by the administrative secretary, pastor, and/or trustee chair.
- 3 A responsible member of BUMC, 18 or older, must sign the “USE OF FACILITIES AGREEMENT” and assumes the responsibility of caring for the facility. If youth under 18 years of age are present at a church sponsored event, an adult with Safe Gathering certification must be present (e.g. basketball practices).
- 4 BUMC reserves the right to cancel this agreement, if deemed necessary, within a reasonable amount of notice. (Cancellations will be for emergency purposes only.)
- 5 The use of the church space is subject to a usage fee (utilities and custodial services). Period of use to end at 10:00 p.m. There is no usage fee for Berryton United Methodist Church groups for regular activities (for example: UMW, Choirs, Boy Scouts, Girl Scouts, Berryton Kiwanis, and other BUMC Committees and Work areas).
- 6 All groups and/or individual other than the recognized church groups and organizations, using areas of the church shall be charged according to the following usage fees:

Wedding Fee – Sanctuary .....\$100

Sound system with operator .....\$ 50

Sanctuary or Gymnasium ..... \$20 per hour

Family Life Center and Kitchen for:

Dinners/Showers, etc. .... \$20 per hour (\$25 deposit\*)

All Day or ½ day (4 hours) ..... All day \$150, ½ day \$75 (\$50 deposit\*)

Kitchen only ..... \$20 per hour (\$25 deposit\*)

\*deposit (by check), will be credited toward balance due if custodial needs are met.

- 7 Those using the gymnasium, kitchen and equipment or other church facilities are responsible for seeing that the facility is left as it was found or better. (i.e. put away tables, chairs, etc.) Failure to comply will restrict further use of BUMC facilities and forfeiture of deposit.
- 8 Persons are expected to use only rooms and facilities for which they contracted.

(Over)

- 9 If any organization is using the facility for fund raising they must seek approval from the Board of Trustees.
  - A Fund-raising cause must be non-profit.
  - B A donation to cover the cost of utilities and facilities would be appreciated.
- 10 Church equipment (i.e. tables, chairs, kitchen equipment, etc.) for individual use outside of the church is not permitted.
- 11 No food or drink is permitted in the carpeted areas of the church.
- 12 No alcoholic beverages of any kind are permitted on church property.
- 13 No gambling allowed on premises.
- 14 Smoking is prohibited inside the church facilities or on church grounds.
- 15 BUMC will not be held responsible for damage to or loss of personal property.
- 16 Please use care in decorating any area of the church. All decorations are to be removed following the event.
- 17 The individual in charge of the group or organization using the facility is responsible for seeing that all lights are turned off, and all doors closed and exterior doors locked when they vacate the building.
- 18 Any athletic activity such as volleyball, basketball, etc. in the Gym requires the participants to wear gym shoes.
- 19 If you would like to have temporary use of a key for the Church and/or the Family Life Center, a \$20 deposit will be required and refunded when the key is returned to the office.

I HAVE READ THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THEM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised: March 2017