

# **Facility use request form**

**This form is to request use of church facilities for weddings and other functions.**

**Please complete either form I or II on the following pages and forward to the pastor.**

**Please note that facilities are not reserved until you have received a signed copy acknowledging reservation.**

**I. USE OF CHURCH FOR WEDDINGS  
and  
GUIDELINES AND POLICIES FOR WEDDINGS**

We, the Church Council of Pegram United Methodist Church, recognizing the importance of marriage in our society and the desire for many couples to be married in the church or the church grounds, welcome such couples to the use of our facilities. We request that the following guidelines be observed by all parties seeking marriage in the church, on the church grounds, or with the pastor as the officiant:

1. All couples seeking to be married shall abide by the United Methodist statement of the sacred covenant of marriage: “We affirm the sanctity of the marriage covenant which is expressed in love, mutual support, personal commitment, and shared fidelity between a man and a woman.”
2. Recognizing the seriousness of the marriage covenant, it is the pastor’s responsibility to inquire of all parties seeking marriage as their relationship and to suggest and offer assistance in pre-marital counseling.
3. Couples should first contact the pastor in charge, or in the absence of the pastor for two weeks or longer, the Board of Trustees, concerning their desire to be married and the need to use church facilities.
  - a. Church members shall be scheduled at the convenience of the wedding party, the pastor, and the availability of the church or church grounds. **There will be a \$50.00 per day charge for members or their children and grandchildren.** In the event of financial hardship, this fee may be waived upon application.
  - b. Church members who would like another minister or an officer of the State to officiate shall inform the pastor. The pastor will then issue an invitation to that person to perform or assist in the ceremony.
  - c. Church members who want musical accompaniment shall inform the pastor with the name or names of those desired. Then the pastor will either ask the couple to contact the regular accompanist directly or offer to do it for them. If the request is for someone else, it is the responsibility of the couple to make the arrangements with approval by the pastor or regular accompanist.

d. **If neither bride nor groom nor their parent(s) or grandparent(s) are members**, the policy shall be the same except that a fee of \$200.00 will be payable to the church for the use of the building and/or grounds. An additional \$100.00 for use of the kitchen. If the building is reserved the day prior to the wedding ceremony, an additional \$100.00 will be required. In the event of financial hardship these fees may be adjusted upon application.

- Security Deposit (Refundable conditionally) \$125.00
- Clean up Fee (Refundable conditionally) \$ 75.00
- To use one day prior to event \$100.00
- To use church and grounds (except kitchen) \$200.00
- To use the kitchen (additional) \$100.00  
(see kitchen guidelines)

4. All wedding parties will be responsible for their own clean up. **A \$75.00 cleaning fee and security deposit \$125.00 will be required in advance from members as well as non-members** and this is refundable, provided the church is left in the condition it was found. The church and the church grounds should be restored to their normal condition the day of the ceremony. If furnishings are removed during the ceremony, they should be placed in the first room on the right just outside the sanctuary. It is the expectation of the Board of Trustees that all furnishings will be replaced in the proper order and that all rooms utilized will be cleaned. All trash containers should be emptied, and the trash removed from the church and church grounds.

*\*Please see church and kitchen cleanup checklists\**

5. All wedding parties are to provide their own dishes and paper goods.
6. Only non-drip candles may be used.
7. Children and youth must be under the direct supervision of a responsible adult at all times.

General Restrictions:

1. Smoking is not permitted in any area inside the church building.
2. There shall be no alcoholic beverages used in the church or on the church grounds at any time.
3. No food or drink is permitted upstairs at any time with ONLY exception being the elements of Holy Communion if the sacrament is to be celebrated during the service.
4. For safety reasons, neither rice nor birdseed is to be thrown inside or outside the Church.

In order to confirm the date/dates of \_\_\_\_\_ for the use of the church and/or church grounds and to signify your willingness to abide by the above guidelines, please return signed copy of this policy along with your applicable fee \$125.00 security deposit and \$75.00 cleaning fee which are conditionally refundable.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Acknowledgement by Pegram UMC \_\_\_\_\_

Deposit Amount \$\_\_\_\_\_ Check #\_\_\_\_\_

**II. USE OF THE CHURCH FACILITIES for NON-PROFIT EVENTS**  
**by**  
**MEMBERS AND NON-MEMBERS**

1. Members and non-members can use the church premises for non-profit events that are consistent with the guidelines established in the United Methodist Book of Discipline. Committee meetings, council meetings, and other events directly related to the administration of the church or to its educational functions and missions are not covered by this policy.
2. Members and non-members seeking to use the church premises for such events shall contact the pastor or a member of the Board of Trustees. The church premises will be reserved on a first come first serve basis.
3. **The fee for Members using the church premises shall be \$50.00 per day.** A conditionally refundable \$75.00 cleaning fee and \$125.00 security deposit will be required. The purpose of this fee is to defray the cost of the additional utilities and wear and tear on church property. In the event of financial hardship, these fees may be adjusted upon application.
4. **The fee for Non-Members using the church premises shall be \$200.00 per day.** Additional days are \$100 per day. A conditionally refundable \$75.00 cleaning fee and \$125.00 security deposit will be required. An additional \$100.00 is charged for use of the kitchen. In the event of financial hardship, these fees may be adjusted upon application.
  - Security Deposit (Refundable conditionally) \$125.00
  - Clean up Fee (Refundable conditionally) \$ 75.00
  - To use one day prior to event \$100.00
  - To use church and grounds (except kitchen) \$200.00
  - To use the kitchen (additional) \$100.00(see kitchen guidelines)
5. **The members using the church premises are to bring their own paper goods.** If the church's dishes are used, they are to be cleaned and placed back in the appropriate location.
6. The members using the church will be responsible for their own clean up. The cleaning fee will be retained if the cleanliness of the church is not adequate at the event's conclusion.
7. Children and youth must be under the direct supervision of a responsible adult at all times.
8. No food or drink is permitted upstairs.
9. No alcohol shall be used in the church or on church grounds.
10. Smoking is not permitted in any area inside the church.

In order to confirm the date/dates of \_\_\_\_\_ for the use of the church and/or church grounds and to signify your willingness to abide by the above guidelines, please return signed copy of this policy along with your applicable fee \$125.00 security deposit and \$75.00 cleaning fee which are conditionally refundable.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Acknowledgement by Pegram UMC \_\_\_\_\_

Deposit Amount Total \$ \_\_\_\_\_ Check # \_\_\_\_\_