

FEE SCHEDULE

\$50 refundable deposit* required with ALL applications

Members and Not-for-Profit Groups

Social Hall with or without kitchen	None
Classrooms	None
Custodian	\$20.00/per hour

There is no charge for custodial services if church members set-up and clean-up for their event. All requests for custodial services must be made at least one week prior to the event.

Non-Members

Social Hall -w/o kitchen, less than 4 hrs.	\$ 50.00
Social Hall -w/o kitchen, all day	\$100.00
Social Hall -w/ kitchen, less than 4 hrs.	\$100.00
Social Hall -w/ kitchen, all day	\$200.00
Use of kitchen requires supervision by church personnel	
Classrooms -less than 4 hrs.	\$25.00/per room
Classrooms -all day	\$30.00/per room
Sanctuary	\$100.00
Custodian	\$20.00/per hour
Computer/Sound Tech	\$20.00/per hour

*Refunded upon satisfactory inspection by church trustee.

Make Checks Payable To:

South Whitley UMC
6685 W. State Road 14
South Whitley, IN 46787

THE CHURCH'S JURISDICTION

- ◆ The Trustees and Pastor of South Whitley United Methodist Church are empowered to make any decisions regarding church use not specifically covered in this document. It is their right to deny church use to a group.
- ◆ The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event and provide a copy of the certificate, in a timely manner, prior to the event. In such cases, South Whitley UMC must be named as the additional insured.



6685 W. State Rd. 14 | www.swc-in.org
South Whitley, IN 46787 | office@swc-in.org
260-723-5107 | www.facebook.com/swcin



**SOUTH WHITLEY
UNITED
METHODIST
CHURCH**

*"Seeking to make disciples of
Jesus Christ for the
transformation of the world
through actively reflecting the
Love of Christ."*



**FACILITY
USE
POLICY**

260-723-5107

Office Hours:

9:00am-3:00pm, Monday-Thursday

Updated: September 2020

CHURCH RESERVATION

- ◆ Smoking/tobacco products, alcoholic beverages, illegal substances, and firearms ARE NOT PERMITTED ON CHURCH PROPERTY.
- ◆ Animals are not allowed inside the church, without permission.
- ◆ Any use of the church building posing a threat to the building or any person in it, or to its contents, is not permitted.
- ◆ All groups will restrict their activity to the room(s) assigned.
- ◆ When children are in attendance they must be under adult supervision at all times.
- ◆ Damage done to the facility and/or equipment will be billed directly to those responsible at the time of damage.
- ◆ All groups will perform their own general clean up. All program material will be removed from the space when the event is over. All trash must be removed from the building in bags/boxes and placed in the dumpster located next to the garage at the back of the parking lot.
- ◆ Only folding chairs and folding tables are allowed to be moved and they must be returned to their original location at the end of use.
- ◆ South Whitley UMC is not responsible for lost or damaged items of the group or for personal injuries. A certificate of Liability must be completed before event.
- ◆ Request to decorate the space must be stated on the written application. No decorations may be nailed, tacked, or taped to the walls or furniture. Masking tape may ONLY be used on glass, NEVER on painted wall or woodwork. Use of candles must be approved by the church.

- ◆ Non-church related groups MUST provide their own audio-visual equipment.
- ◆ Computer and Sound Equipment in the sanctuary is only to be used by trained church personnel and requires an additional fee.
- ◆ All Music or Media files used in Sanctuary must be brought in and tested for compatibility at least one week before event.

GENERAL FACILITY USE

- ◆ All groups wishing to use church space must complete a written application. Outside groups must complete a church use application form (furnished by the church office) at least 6 weeks in advance, if possible. The primary applicant must be at least 21 years of age.
- ◆ All dates for use of the church facilities must be scheduled with the church office. Programs and Ministries of the church have first priority on the calendar. For all other events, scheduling is done on a first-come-first-serve basis, regardless of church membership.
- ◆ The date will be secured when a \$50 deposit has been received in the church office. Cancellations made at least 10 days prior to the event day, will qualify for a full refund. No refund will be issued for cancellations within 9 days or less of event. Church fee balance is due 10 days prior to the day of the event.
- ◆ All non-church groups using the church facilities must vacate the premises by 10:00pm on the date of use. Events ending later must be approved by the church office and may be assessed a fee. Set-up and Clean-up time is included in the four hour block.

- ◆ Events that require janitorial services (weddings, receptions, etc.) will be subject to other time constraints requiring the group vacate the premises by 9:00pm to allow sufficient time for the room to be cleaned and prepared for its regular Sunday or other weekday use.
- ◆ All needs must be listed on the original application form. If your needs change unexpectedly, please contact the church office. Although, we cannot guarantee that any additional requests will be honored.
- ◆ No groups or organizations whose primary purpose is to engage in partisan political causes will be approved for church facility

FOOD AND KITCHEN USE

- ◆ Kitchen and kitchen equipment use must be arranged with the church office before use.
- ◆ Groups wanting meals provided must make arrangements to have the meal catered by a source outside of the church.

SNOW REMOVAL

In the unlikely event that the custodians or the pastor deem it necessary to have the church property cleared of snow on the day of the event, non-member groups using the church will be billed directly for that expense. Members of the church will not be charged for snow removal.

THE CHURCH'S JURISDICTION

(See backside of brochure)