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# Wayne United Methodist Church

## Facility Rental Policy

Wayne United Methodist Church is available for use and rental for programs/activities by church members, non-members, and Not for Profit Organizations (NPOs). The following guidelines have been developed to assure appropriate and consistent utilization.

All persons applying for use of the facility must be at least 21 years of age.

**WAYNE UNITED METHODIST CHURCH (WUMC) DISCLAIMS ALL RESPONSIBILITY FOR AND DOES NOT INSURE LEASEE'S PROPERTY. THE LEASEE ASSUMES ALL RISK OF LOSS OR DAMAGE TO LEASEE'S PROPERTY, AS WELL AS ANY PROPERTY ON CONSIGNMENT OR ENTRUSTED TO LEASEE, ARISING FROM ANY CAUSE WHATSOEVER, INCLUDING WITH OUR LIMITATION, DAMAGE OR LOSS BY THEFT.**

All lessee organizations/businesses must provide a certificate of insurance. These insurance certificates shall be in the possession of the Wayne United Methodist Church office no later than thirty (30) days prior to the date of the event. Failure to comply with this rule may result in denial of use of the facility.

### 1. Arrangements

- a) All arrangements for use of the building are to be made with the church office at 610-688-5650.
- b) If your event is scheduled for Fellowship Hall, please complete the form found on Page 7 of this document. Indicate the locations for tables and chairs on the drawing. This form must be presented to and approved by the WUMC church office prior to the event.
- c) Reservations are not final until a signed copy of this document and a security deposit for \$100 are received by the WUMC church office and a date is confirmed on the WUMC Calendar of Events.
- d) NPOs should register with the office using Page 1-4 and Page 8 of this document. NPOs are not subject to a security deposit.
- e) NPOs must submit a proof of their NPO status to the church office.
- f) After your reservation is confirmed by the office, the remaining balance for your reservation must be paid within 10 calendar days.
- g) Any charges for additional services during your event must be paid for at the conclusion of your event.
- h) Checks should be made payable to *Wayne United Methodist Church* and, in the memo section, please note the date of your event.

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## 2. Safe Sanctuary Requirements

Renters, Lessee Organizations/Businesses – Anyone who requests to rent our facilities during times when children, youth, or vulnerable adults are on premise or those who would be working directly with children, youth, or vulnerable adults must comply to the WUMC Safe Sanctuary Policy as outline in the *Wayne United Methodist Church SAFE SANCTUARIES - Reducing the Risk of Abuse in the Church* dated December 2015.

- a) WUMC reserves the right to eject anyone who is deemed by its representatives to be conducting him or herself in a disorderly manner.

## 3. Activities, Equipment and Decor

- a) Insurance Letter is required for all caterers and large outside businesses.
- b) Church tables and chairs will be used in lieu of bringing furniture in and out of the building.
- c) Outside groups must supply their own linens.
- d) Decorations will not be affixed to walls, doors, wainscoting, ceilings, light fixtures, carpeting or other finished surfaces of the rooms.
- e) Only dripless candles may be used and only on tables.
- f) The sound systems may be used only with prior clearance and with skilled supervision by a member of the church.
- g) Smoking is not permitted in any church building.
- h) Alcoholic beverages are not permitted in church buildings or on church property.

## 4. Use of Kitchen

- a) If the kitchen is used, it must be left in good, orderly condition. Wipe down all counters and sink areas.
- b) Bag **ALL** garbage and debris in bags provided by WUMC and remove all garbage, bottles, etc. from the building. Place **ALL** garbage in the trash dumpster. Place all recyclable materials in the Recycling dumpster.
- c) **ALL** dishes, utensils used are to be cleaned, dried, and returned to their proper places. **DO NOT** anything in the dishwasher or on the counters.
- d) If church fine china dishes, silverware, glassware, and/or pots and pans are needed for the event, please arrange with the church office for use and rental costs.
- e) Cooking and refrigeration facilities are not always available.
- f) Lessees may not use outside grills.
- g) If the floor needs to be mopped, please contact the office.

## 5. The following are strictly prohibited!

- a) Alcoholic beverages on church property.
- b) Smoking in church buildings.
- c) Throwing of rice, birdseed, confetti, flower petals, or other substances.
- d) Sparklers or other fireworks.
- e) Bands or music outside the buildings, by non-church members.

- f) Cookout fires.
  - g) Glitter on any surface.
  - h) Bringing in furniture.
  - i) Parking on the grass.
  - j) Food or drinks in the Sanctuary.
6. Maximum capacity for the Sanctuary is approximately 300 persons.  
Maximum capacity for the Fellowship Hall, for a reception or seated dinner, is 150 persons.  
Maximum capacity for the Parlor is 30 persons.  
Maximum capacity for any Classroom is dependent on the size of the classroom.
7. Rental of any part of the facility does not guarantee parking.
8. The fee for the Sexton or church representative in the role of Sexton is for the first three hours. Each additional hour or partial hour will be charged at a rate of \$100 per hour. Additionally, the Sexton or church representative in the role of Sexton must be present for the duration of the engagement.
9. WUMC reserves the right to change or modify these rules at anytime.

I have read and will be responsible for insuring that these rules are followed, and will be responsible for any damages to WUMC property that may occur during this event.

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Lessee Signature

Date

Please sign, date and return.

Wayne United Methodist Church  
210 South Wayne Avenue  
Wayne, PA 19087

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**Attachment: Rental Price Schedule**

Page 5 for WUMC Members

Page 6 for Non-Members

Page 7 for Fellowship Hall Setup Diagram

***Reservations are not final until a signed copy of this document and a deposit for \$100 are received by the WUMC Office and a date is confirmed on the WUMC Calendar of Events.***

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## WAYNE UMC FACILITY RENTAL REQUEST WUMC MEMBERS

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CONTACT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SUBMITTED DATE: \_\_\_\_\_

APPROX. # OF ATTENDEES: \_\_\_\_\_

APPROVED DATE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

APPROVED BY:  
\_\_\_\_\_

**All requests for facility usage by active members must be directed to the church office.**

**The church building and grounds may be used without rental fee by active, contributing church members and their families, for weddings, memorial services, and major life passages. The church member must have made identifiable financial donations within the previous calendar year toward support of the church and its programs.**

**The Sexton or person acting as the sexton will charge a fee of \$100 per hour for services. Custodial service may be provided by a member of the church if the church office agrees.**

**Checks should be made payable to *Wayne United Methodist Church*.  
In the memo section, please note the date of your event.**

## WAYNE UMC FACILITY RENTAL REQUEST NON MEMBERS

CONTACT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SUBMITTED DATE: \_\_\_\_\_

APPROX. # OF ATTENDEES: \_\_\_\_\_

APPROVED DATE: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

✓	Description	✓	Description
	<b>Sanctuary – General Use</b> \$600 General Use \$300 Sexton Fee – First 3 Hours*		<b>Clergy</b> \$400
	<b>Sanctuary – Wedding</b> \$800 Wedding Use \$300 Sexton Fee – First 3 Hours *		<b>Candlelight Service</b> \$35
	<b>Sanctuary – Funeral</b> \$500 Funeral Use \$200 Sexton Fee – First 3 Hours *		<b>Candles</b> \$20
	<b>Parlor – General Use</b> \$50 - If serving food \$25 – Without food \$125 Sexton Fee – First 3 Hours*		<b>Light Stained Glass Window</b> \$35
	<b>Fellowship Hall – General Use</b> <b>Includes 5 Tables/50 Chairs</b> \$250 General Use \$125 Sexton Fee – First 3 Hours*		<b>Organist</b> \$250
	<b>Fellowship Hall – Wedding</b> <b>Includes 5 Tables/50 Chairs</b> \$300 Wedding Use \$125 Sexton Fee – First 3 Hours*		<b>Additional Tables &amp; Chairs</b> \$8 per Table – Specify # of Tables _____  \$1 per Chair – Specify # of Chairs _____
	<b>Kitchen - Fellowship Hall</b> <b>Snacks &amp; Drinks</b> \$25 Kitchen Use \$125 Sexton Fee – First 3 Hours*		<b>Classroom Rental – Daytime</b> \$30 Classroom \$30 Sexton Fee
	<b>Kitchen - Fellowship Hall</b> <b>All other functions</b> \$100 Kitchen Use \$125 Sexton Fee – First 3 Hours*		<b>Classroom Rental – Nighttime</b> \$30 Classroom \$50 Sexton Fee
	<b>Fellowship Hall – AVL Fee</b> <b>Sound and Video Systems</b> <b>Includes 2 microphones and projector/monitor</b> \$150 General Use \$125 Tech Manager Fee – First 3 hours*		<b>Fellowship Hall – Stage</b> <b>Includes an empty stage with white lighting only</b> \$100 Stage Clearing Fee

TOTAL AMOUNT DUE: \_\_\_\_\_

TOTAL PAID &amp; CK# : \_\_\_\_\_

TOTAL PAID &amp; CK# : \_\_\_\_\_

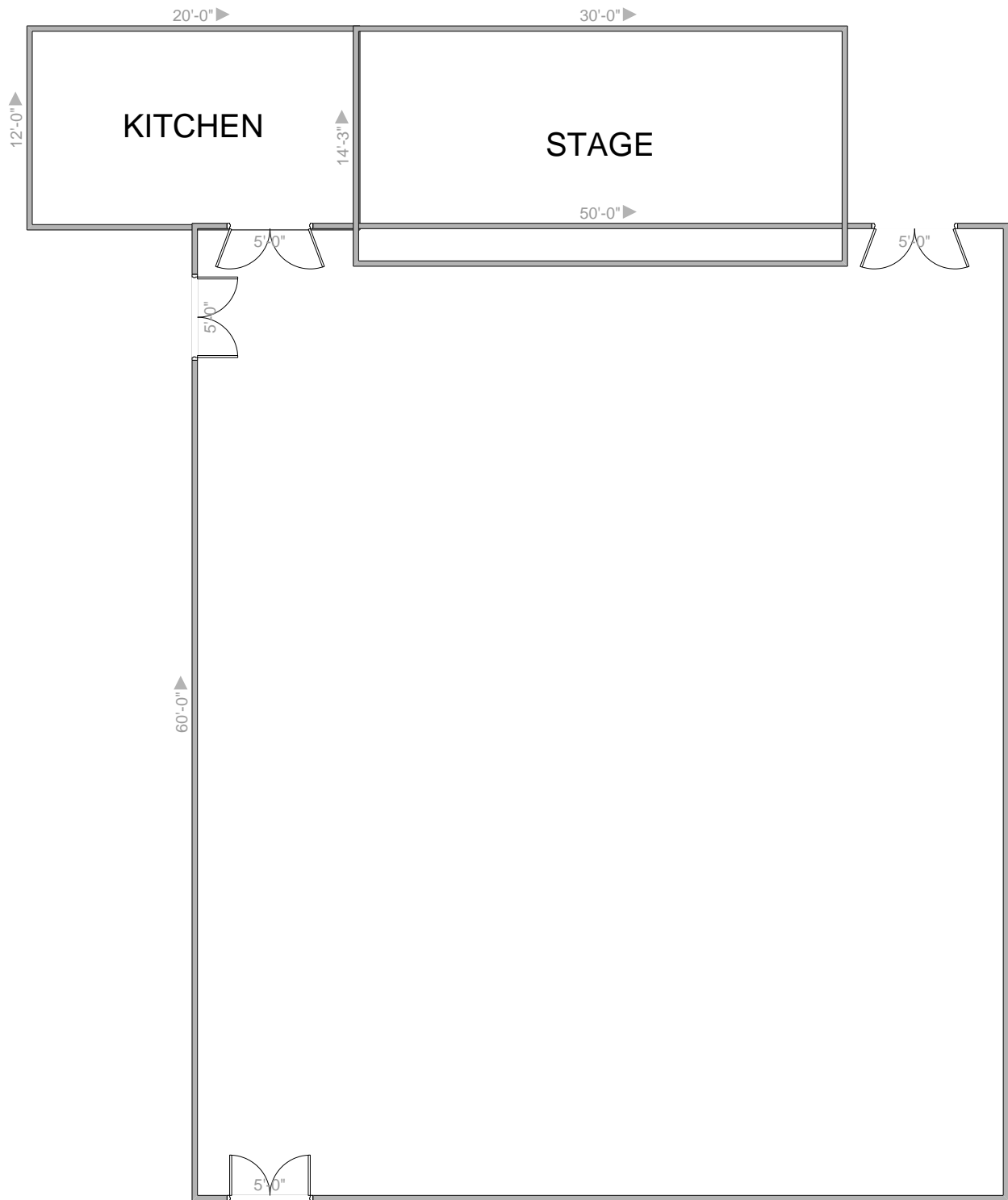
Checks should be made payable to *Wayne United Methodist Church*.

In the memo section, please note the date of your event.

\* Sexton and Tech Manager Fee is for first 3 hours. Each additional hour or part of an hour, will be charged at a rate of \$100 per hour.

### FELLOWSHIP HALL SETUP DIAGRAM

Please indicate the location and position of all tables and chairs required for your event.



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**WAYNE UMC FACILITY RENTAL REQUEST  
NON-PROFIT ORGANIZATIONS**

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**ORGANIZATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**EVENT DATE(S):** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**SUBMITTED DATE:** \_\_\_\_\_

**APPROX. # OF ATTENDEES:** \_\_\_\_\_

**APPROVED DATE:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**Please read Pages 1 to 3 and sign Page 3. Also complete this page and return to the WUMC church office.**

**COMMENTS** – Please include information about your organization, how often your group will meet, and any other information that WUMC should know.

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