

*First United Methodist Church
Hillsville, Virginia*

*Guidelines and fees for use
Of Fellowship Hall, Kitchen and Picnic Shelter*

The purpose of our church is:

“Called to be and make disciples for Jesus Christ”

In keeping with that purpose, First United Methodist Church has chosen to make its facilities available for use of members and organizations of the community for activities that would be consistent and not in conflict with the stated purpose. In exchange for the use of the facilities, those using them will be required to pay fees established by the church and to accept responsibility for the proper use of such.

The church council reserves the right to determine whether or not the proposed use of its facilities is consistent with the stated purpose.

1. All inquiries concerning reservation use of the fellowship hall must be made with the church secretary.
2. Any organization within the church wishing to use the fellowship hall must reserve the use of the hall in advance so as to not cause a conflict with scheduling. Organizations not paying custodian fees are responsible for clearing and cleaning all facilities and removing trash to the dumpster behind the kitchen.
3. Application for reservation for a non-church activity must be completed and turned over to the minister for approval. The minister will discuss the application with at least two of the following: Council Chair, Lay Leader, Trustees Chair, or Facilities Committee member.
4. In case of conflicting schedules, church members will be given preference.
5. When the application is approved, the church secretary will reserve the requested date on the calendar.
6. A minimum payment of \$50.00 for non-members and “For Profit” Organizations is to be made prior to each use of the facility. The reservation is not confirmed until custodial and other fees have been received in the church office.
7. Because of the need to keep the fellowship hall available for church activities on Sunday, the fellowship hall will be available on Sunday afternoon from 2:00-5:00 p.m. only, but only if it does not conflict with a church activity.

GUIDELINES FOR SETUP AN CLEANUP

Guidelines for use and clean-up will be furnished to each user group. The user agrees to abide by the guidelines listed below:

1. Set-up and cleanup is the responsibility of the group using facilities. All facilities should always be left in at least as good a condition as they were found. If desired, a custodian can be hired for the cleanup.
2. No church property, including dishes, utensils, trays, coffee pots, etc., may be taken from the Church premises.
3. Please report any breakage, damage, spills, or any malfunction of equipment to the church office.
4. Instructions for use of the dishwasher will be posted and must be strictly followed.
5. Tablecloths, napkins, disposable dinnerware, foil, saran wrap, trash bags, coffee, tea, salt, pepper and any other condiments are not furnished by the church and must be furnished by the user.
6. Tape, tacks, nails, pins, or adhesive of any kind shall not be used on walls, doors, windows, etc.
7. User shall not leave leftover food or food containers in the kitchen.
8. All garbage and trash must be bagged and placed in the dumpster in the parking lot behind the kitchen.
9. User is responsible for breakage of equipment, damage to the facilities, or theft of furnishings or equipment. The user accepts all legal liability for any loss or damage in conjunction with the use of the facilities.
10. Use of alcoholic beverages is prohibited on church property. The use of tobacco products is prohibited inside the church facilities.
11. The Church assumes no responsibility for accidents or personal injury.

Outside use of Fellowship Hall furniture

1. No new tables (gray) may be removed from the Fellowship Hall.
2. Older tables and chairs may be borrowed for a short time by checking them out through the church secretary providing there is no scheduled use for these items.
3. Upon return of the borrowed items, the church secretary must be notified.

Weddings are subject to fees listed in the FUMC Wedding Booklet.

PICNIC SHELTER

There is no charge for the use of the picnic shelter but the user should fill out an application and schedule in advance with the Church secretary to put it on the calendar.

FEE SCHEDULE FOR FELLOWSHIP HALL AND KITCHEN

Applications are to be filled out by members and non-members alike

Type A: FUMC groups using the facilities as a part of the ministry of the Church supported through Church Council (Ministry Groups)

Type B: Other FUMC groups and non-profit groups supported through Church Council (UMC District Office/UMW, UMM, Sunday School, Scouts, certain support groups) or for family use at the time of death of a member or constituent.

Type C: Church Member family events (birthdays, anniversaries, receptions and showers)

Type D: Non-profit, social, civic, service, education, and charitable groups sponsored by groups within the Church having goals or purposes consistent with Christian or ecumenical religious concerns with the approval of the Facilities Chairperson.

Type E: Non-members, other non-profit social, civic, service, educational, and charitable groups not sponsored by the Church with the approval of the Facilities Committee and the minister or Trustees for a on-time event.

	Type A	Type B	Type C	Type D	Type E
Fellowship Hall	No Charge	No Charge	Donation	Donation	4/hrs \$ 50.00
And Kitchen					All Day \$ 100.00

A Facilities Committee member will meet with a member (s) of the reserving party to insure proper use and answer questions.

Checks for the fees should be made to First United Methodist Church of Hillsville at the time of reservation, with a filled out application to the Church Secretary.

First United Methodist Church
Application for Fellowship Hall, Kitchen and Picnic Shelter use

Date submitted: _____

Name (organization or individual):

Use for what

Purpose: _____

Date(s) to be used: _____

Time: _____

Facilities to be used: _____ Fellowship Hall _____ Kitchen _____ Picnic Shelter

Person responsible: _____

Home telephone number: _____ Cell phone number: _____

Work telephone number: _____

Is Custodian Service Desired: _____ Yes _____ No

Amount paid: _____

Checks for the fees should be made to First United Methodist Church of Hillsville

I have read the accompanying written policies for the use of the First United Methodist Church premises and do hereby accept the responsibility for repairing or replacing any lost, damaged or defaced property and abide by all rules and regulations as stated on policies.

Signed: _____

Date: _____

Telephone number: _____

Facilities Committee Member appointed: _____

Phone Number: _____