



HOTCHKISS COMMUNITY UNITED METHODIST CHURCH
CHURCH USE POLICY & GUIDELINES
Effective January 8th, 2014

Updated 6/7/2017

All church and non-church activities must be scheduled on the church calendar with the church office secretary. When applicable a copy of that group's liability insurance is to be provided. Non-church groups needing prior approval from the AD Council/Trustees (i.e. fundraising events) are required to complete a Building Use Request Form. This is to be approved by the AD Council/Trustees before it is to be scheduled on the church calendar. There will be no overnight non-church groups approved for usage of the church or Stewart Hall.

All church and non-church groups are expected to return rooms to setup configuration as they found them and to pick-up after themselves, including kitchen cleanup and trash removal.

No alcoholic, illegal drugs, illegal use of marijuana, weapons, smoking, and gambling is allowed on church premises at any time.

Borrowing furniture and equipment limited to chairs and tables must be signed out using the sign out sheet. These must be signed out with the church office secretary. Church members may use tables and chairs without charge but must sign them out. Non church members will be charged: \$4.00 per table and \$5.00 per dozen chairs.

Children may not be left unattended in the Church Sanctuary or Stewart Hall. If you are intending to use the church nursery areas you must provide your own attendant.

Food and drink is only limited to Stewart Hall.

Music lessons offered by the church staff shall be scheduled on the church calendar and shall not conflict with other church activities. No usage fees will be charged.

Projection System and Sound System usage must be arranged with minister and/or appropriate church member.

Failure to return any/all rooms used in our church facility to a clean, neat and orderly condition will result in being denied future use. An additional cleaning fee may be charged.

FEE SCHEDULE

Community Group Usage	Stewart Hall Only	\$35
	Stewart Hall & Kitchen	\$50

Currently those community groups that are meeting prior to the effective date of this policy and fees shall be grandfathered to continue paying at their current fee rate. Those who discontinue meeting at the church but return at a later date will fall under these new guidelines and fee schedules.

Those community groups that currently make donations for usage will also be grandfathered.

Church groups, committees, and organizations are waived from paying these fees.

Going forward for any new groups wishing to reserve time on the church calendar and use of the church and/or Stewart Hall, they will need to submit a Building Use Request Form. If it is possible for this group to pay our normal fees, this would be much appreciated. If not possible we would accept a donation. This donation would in part help to pay utilities.

ADDITIONAL WEDDING GUIDELINES

These are additional policies for your consideration in preparation for the forthcoming wedding service. HCUMC joins you in helping to prepare for this solemn ceremony in offering the ministry of the pastor and the facilities of the Sanctuary and Stewart Hall for your celebration.

These fees are for members and non-members.

Audio/Video	\$75
(Electronic Equipment will only be operated by designated church members.)	
Custodian – Rehearsal & Wedding	\$75
Sanctuary	\$75
Cleaning Deposit	\$75(non-refundable if there is
(Due at scheduling)	damage or excessive use)
Stewart Hall & Kitchen	\$60

***These are to be paid directly to the individual.

Minister	\$200
Musician Fees - Rehearsal & Wedding	\$75
Soloist	\$75

All fees should be paid in advance.

1. **Minister:** All weddings in the church are to be conducted by the minister of our church. She/He is solely in charge of all pre-marital counseling with 3 sessions, rehearsal, wedding service, and the use of the facilities, rooms, and equipment. The use of the Projection System usage shall be prearranged with the minister. Scheduling of dates must be approved by the minister of our church. Pre-approved guest clergy may assist in the service.
2. **Musician:** The church piano may only be played by our church musician or a musician approved by the minister of our church.
3. **Photographs:** No photographs or snapshots are permitted during the ceremony. Videotaping may be done from the back of the sanctuary or from the side aisle, only, no closer than the side of the front pew. It is your responsibility to inform your family, friends, and photographer of these rules. Photos are allowed during the processional and recessional and after the ceremony in the sanctuary. Photos taken by a professional photographer during the ceremony shall be prearranged with the minister.
4. **CHANCEL FURNISHINGS:** Pulpit, altar, sound equipment, projection system, altar appointments, and the piano are not to be moved for weddings or rehearsals.
5. **CANDLES:** Candles will be in place in the candleholders on the altar. If candelabra are utilized, the candles will be secured by the prospective bridal couple. Brass caps are to be used on the candles with plastic under each candelabra.
6. **RICE, CONFETTI, ETC.:** Rice, confetti, and similar material are prohibited from being thrown within the church sanctuary or fellowship hall. It is recommended that such items not be distributed at the church. Bird seed may be tossed outside the church building. Care should be taken that the seeds be shaken off before re-entering the church building.
7. **ALCOHOLIC BEVERAGES AND SMOKING:** No alcoholic beverages, in any form, are to be served on the church premises. In addition, no smoking is permitted anywhere within the church building or on the church premises.
8. **PROJECTION AND SOUND SYSTEM** usage must be arranged with minister and/or appropriate church member.



HOTCHKISS COMMUNITY UNITED METHODIST CHURCH

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BUILDING USE REQUEST FORM

Please complete this form and return it to the church office at least two weeks prior to your event. Remember that your event is not scheduled on the church calendar until this form is received. If you are meeting monthly for the year you need to only submit one request. Each new calendar you will want to submit a new request form to renew.

Church offices are open Tues-Thurs 9:00am to Noon except for holidays. Please submit payment to the church office.

Name of Group/Organization _____
Requesting Use: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Daytime Phone: _____ Cell: _____

Email Address: _____

Planned Function: _____

Rooms Requested: _____
(Sanctuary, Stewart Hall, Kitchen)

Access to Building will be granted accordingly.
Church Member will be present to allow you key access if necessary.

Number Expected to Attend _____
(Meeting, Rehearsal, Wedding)

Equipment Needed: _____

Date(s) Needed: _____

Time(s) Needed: _____

Remember to include set-up and clean-up time when you schedule your event.

The undersigned has read and agrees to abide by the HCUMC policies and guidelines. The undersigned also agrees that the guest group/organization shall be liable for any loss or damage to the Church resulting in their use. Furthermore they agree to indemnify and hold harmless the Church and its members from any liability or loss on account of any injury to any person or any damage to any property resulting from use of the Church premises.

Contact Person Signature Date

*****Office Use Only*****

Date Received: _____ Amount Received: _____ Received By: _____

Revised 6/7/2017