

Gull Lake United Methodist Church
Rules for Building Use: Effective January 1, 2021

The church building was constructed for worship, education, and fellowship. This is specifically intended to include community functions such as meetings, dinners, social activities, and other social events. While it is not the intention to derive a profit from building use, fees are set depending on the nature of the proposed use. Please see the attached page for the schedule of appropriate amounts.

1. All events held in the church must complete and provide to the Office Manager a Building Use Form (which can be found on our website) ***no less than*** 30 days (with the exception for funerals) prior to a scheduled event or the first of a series usage.
2. Building use requests are received by the Office Manager and reviewed by the Trustee Chair in advance all of the completed request forms for use of the church building, equipment, and grounds except for funerals for approval.
3. Only the specified and approved rooms may be used.

BUILDING SPACE AND ROOM USAGE POLICY

Purpose: To establish an orderly method for determining how spaces in the building are assigned for specific purposes.

When a group or individual wishes to change or alter how a room is to be used, a justification is to be prepared that addresses the following points:

1. How does the change deliver on the mission and vision of GLUMC?
2. What alternatives have been considered?
3. What other groups or functions will be impacted and what conflicts are created by the proposed use?

The justification is to be submitted through the group's or individual's reporting structure and presented to the Governance Board for review.

4. Reservations will be confirmed upon the receipt of a deposit or if fees are less than \$50 paid in full. Full payment is due **two weeks** before the scheduled date. Payments on cancellations made two weeks or more before the reservation date will receive a full refund. An invoice will be mailed/emailed to the person or organization upon the receiving of a security deposit ***NO refunds will be granted without approval from the Trustee Chair within two weeks prior to the event. Pastor fees for weddings are non-refundable.***

4a) Leave the Building as you found it. All personal belongings must be removed at the completion of the event. The security deposit will be refunded if the building is left in good order. The Church Representative will do a walk through with the individual that requested the building use at the end of the event.

4b) All Fees must be paid to the Gull Lake United Methodist Church. Please make checks payable to Gull Lake United Methodist Church.

5. The individual/organization requesting use will be held responsible for damages to the church, property, and effects if such occurs. Damages shall be reported to the Church Office Manager. The user shall indemnify and hold harmless the Gull Lake United Methodist Church against any claims arising out of the use of the church, its facilities, equipment, or grounds.
6. **NO** alcoholic beverages or smoking/vaping allowed in the building or on the property.
7. Hanging decorations from the walls, doors and ceilings is prohibited without Trustee Chair approval.
8. Moving the piano, organ and altar is prohibited without approval from the Trustee Chair. Moving chancel or sanctuary furniture is at the discretion of the Pastor. Nothing is to be placed on the piano or organ.
9. No food or open beverages are allowed in the Sanctuary. (Exceptions: Communion Elements or beverages with a lid.)
10. All events will require the presence of a Church Representative assigned by the Trustee Chair.

11. Use of the building will be terminated at 10 pm unless prior approval has been received by the Board of Trustees.
12. Custodial required for every event.
13. Groups of children twelve years old and under must have two adults present at all times.
14. All requests will be cleared through the church calendar by the Office Manager.
15. If an event requires food preparation and/or service, the Kitchen Guidelines must be followed.

KITCHEN USE GUIDELINES

1. A hostess supplied by the Kitchen Committee must be present whenever the kitchen is being used (weddings, funerals, and other groups serving food). Fee for hostess is \$10.00/hr. for members and \$15.00/hr. for non-members.
(The hostess is not there to set-up, serve, or clean-up, except in small ways. If the dishwasher is used, the hostess will run the dishwasher)
2. If you have any questions about the use of the kitchen and what is available in the kitchen for use, please call one the office (629-5137) to get the name of and number of the Kitchen Chairperson.
3. Leave the kitchen as you found it.
4. Wash items you use with soap, a bleach rinse, clear water rinse and then put away in the appropriate cupboard. All cupboards are labeled.
5. Wipe up spills on the floor and in the refrigerator.
6. Wipe down counters.
7. Wipe down the stainless-steel sinks with a towel after use.
8. Matches are not needed to light the stove burners or the oven.
9. Wipe off stove top and clean up oven spills. Empty grease trap on stove if you have used the grille. Our stove will rust if not wiped dry after water is put on it.
10. Make sure the stove is turned off (both controls and temperature on ovens).
11. Make sure kitchen lights are off.

- 12. For non-member events, all food must be removed from the building following the event.
- 13. Take the garbage out to the dumpster.
- 14. Kitchen Supplies will be available for use by all church members. The Kitchen Committee will monitor supplies.

DUE TO HIGH REPAIR/REPLACEMENT COSTS, THE KITCHEN EQUIPMENT IS NOT AVAILABLE FOR BORROWING FOR OUTSIDE OF THE CHURCH USE.

SERVING FEES FOR NON-MEMBERS:

Up to 50 people	\$ 75.00
50-100 people	\$125.00
100-150 people	\$175.00
150+ people	\$225.00
Church Rep.	\$15/hour

FEE FOR NON-CHURCH FUNCTION (Single Use)

	<u>Member*</u>	<u>Non-Member</u>
Security Deposit	\$50.00	\$50.00
Classroom or Hamill Hall	\$40.00	\$80.00
Sanctuary	\$100.00	\$200.00
Fellowship Hall	\$50.00	\$100.00
Custodian (required)	\$50.00	\$50.00
Sound Technician	\$50.00	\$50.00
Church Representative	\$15.00/hour	\$15.00/hr.

FEE FOR NON-CHURCH FUNCTIONS (Series or continuous basis use)

For groups including members of GLUMC: Fee for this type of usage may be made by the Board of Trustees.

Fee for continuous non-church function: Suggested fee will be made by the Board of Trustees at the time of application for use.

Use by groups on a continuous basis must sign a Facility Use Agreement and will be reviewed periodically by the Board of Trustees.

SUGGESTED FEE FOR FUNERALS:

	<u>Member*</u>	<u>Non-Member</u>
Refundable Deposit	No Charge	\$50
Building Use	No charge	\$200
Pianist	\$100	\$100
Custodian	\$50	\$50
Sound Tech	\$50	\$50
Kitchen Use	No Charge	<i>(See separate Guidelines)</i>
Pastor	\$100	\$150

Pastor needs to inform Office Manager of plans and fees determined.

Church Rep. \$15/hour \$15/hour

*"Member" is defined to include child, grandchild, parent, grandparent or active constituent of a Gull Lake United Methodist Church Member.

FUNERAL LUNCHEONS OF MEMBERS & ACTIVE CONSTITUENTS:

There will be no suggested fee. Any donation by the family will be accepted.

FUNERAL LUNCHEONS OF NON-MEMBERS

The fee for serving food at funerals of non-members will be:

Fewer than 100 people	\$ 75.00
100—150 people	125.00
150+ people	175.00
Church Rep.	\$15/hour

The family will furnish and serve all food for funeral luncheons for non-members.

FEE FOR WEDDINGS**:

	<u>Member*</u>	<u>Non-Member</u>
Refundable Deposit	\$50	\$50
Pastor	\$150	\$200
<i>(Pastoral counseling recommended)</i>		
Sanctuary Use	No Charge	\$100
Hamill Hall Use (20-30 people)	No Charge	\$40
Fellowship Hall Use (50-150 people)	No Charge	\$50
Custodian	\$50	\$50
Sound Technician	\$50	\$50
Pianist	\$100	\$100
<i>(additional fees for extra rehearsals and cancellations)</i>		
Kitchen Use	<i>(See Separate Guidelines)</i>	
Church Rep.	\$15/hour	\$15/hour

WEDDING GUIDELINES:

1. Professional Photographers should consult with the officiating pastor prior to the wedding service.
2. No rice is to be thrown inside or outside of the building: birdseed is acceptable outside of the church only.
3. No fresh flower petals may be used on the carpet or runner—silk petals are acceptable.
4. Officiants from other churches/denominations are welcome but must be approved by GLUMC Pastor in advance.

**Pastor & Custodian are required.

USE OF THE CHURCH AS A BACK-UP LOCATION: All fees will be in effect and must be paid in full two weeks prior to event. The Pastor's fee is non-refundable. A full refund of other costs will be given with notification of cancellation of church use no less than two (2) weeks prior to the wedding. This is in consideration of staffing needs for the event. If notice isn't given, \$50 *minimum* will be kept to pay the on-call staff fees (sound, custodian, pianist, church representative, etc). All checks need to be made out to Gull Lake United Methodist Church.

**GULL LAKE UNITED METHODIST CHURCH
BUILDING USE RESERVATION FORM**

NAME/Organization requesting space: _____

Address: _____

Phone: Home: () _____ Work/Cell: () _____

Date Requested: _____ **Times Requested:** _____

If use is more than one date, what is the duration of use: _____

Space Requested:

Sanctuary _____ Classrooms _____
Kitchen _____ Hamill Hall _____ Fellowship Hall _____

Equipment Needed: _____

Type of Activity: _____

Number of persons expected: _____

Signature of user: _____ **Date:** _____

Fee: _____ **Date Paid:** _____

I have read the rules and guidelines for Building use of Gull Lake United Methodist Church and agree to follow said rules. I agree that Gull Lake United Methodist Church shall not be liable for any injury to any person or for damage to any property on or near said premises resulting from any defect, patent or latent, in the structure of equipment of the building(s) on said premises or in the condition of any grounds constituting part of said premises, or in the condition of the walks and drives on or adjoining said premises, or from any act or omission of other tenants of the building(s) of which said premises are a part, and tenant will indemnify and save the church from any such liability, except for any claim arising out of the church's negligence or willful misconduct.

Signature of tenant, user, responsible person

TRUSTEE APPROVAL: _____ **DATE:** _____

<p>For Office Use:</p> <p>___ Deposit Received</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>Follow-Up Procedures</p> <p>Complete Vouchers</p> <p>___ Building Use</p> <p>___ Custodian</p> <p>___ Kitchen Committee</p> <p>___ Pastor</p> <p>___ Pianist/Organist</p> <p>___ Sound Technician</p> <p>___ Housekeeping</p> <p>___ Security Deposit</p> <p>___ Church Rep.</p> <p>*****</p> <p>All fees must be paid in full Two weeks prior to an event.</p> <p>A full refund will be given with notification of cancellation of church use no less than two weeks prior to an event.</p> <p>If cancellation notice isn't given, \$50 minimum will be kept to pay on-call staff. Please see guidelines</p>
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INVOICE

Open Hearts, Open Minds, Open Doors

Date:
INVOICE # 2021-0

To

Name
Street
City, State, Zip Code
Phone Number

Building Use Type	Time	Payment Terms	Due Date
		2 Weeks Prior to Event	

Qty	Description	Line Total
	Security Deposit of \$	RECEIVED
	CHK: #	
		Total
		\$

Make all checks payable to Gull Lake United Methodist Church
Thank you!

Gull Lake United Methodist Church 8640 Gull Road Richland, MI 49083 Phone: 269-629-5137
gulllakeumc@gmail.com