

## **Rules for Building Use: Effective November 16, 2015**

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 non-member events in the church must be completed and provided to the Office Manager no less than 30 days prior to a scheduled event or the first of a series usage.
2. The Board of Trustees will review, with the Office Manager, in advance all completed request forms for use of the church building, equipment, and grounds except for funerals.
3. Only the specified and approved may be used.
4. Reservations will be confirmed upon the receipt of a deposit of \$50 or if fees are less than \$50 paid in full. Full payment is due one week before the scheduled date. Payments on cancellations made two weeks or more before the reservation date will receive a full refund. NO refunds will be granted within two weeks prior to the event.

**For Weddings and use of the church as a back-up location:** Reservations of the church Building and Pastor's services are confirmed upon receipt of the \$200 deposit. Balance Of wedding fees are due one week prior to the date<sup>3</sup>. Please make check payable to Gull Lake United Methodist Church (A security deposit of an addition \$150 will be Returned to the couple one week after the wedding if no damage incurred).

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, Board of Trustees, and The Pastor. 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 are allowed in the building or on the property.
7. Smoking is prohibited in the building or on the grounds.
8. Hanging decorations from the walls, doors and ceilings is prohibited without Board of Trustees or Pastor's approval
9. Moving the piano, organ and altar is prohibited. Moving chancel or sanctuary furniture is at the discretion of the Pastor
10. No food or open beverages are allowed in the Sanctuary. (Exceptions: Communion Elements or beverages with a lid.)

11. Professional Photographers should consult with the officiating pastor prior to the wedding service.
12. Nothing is to be placed on the piano or organ.
13. No rice is to be thrown inside or outside of the building: birdseed is acceptable outside of the church only.
14. No fresh flower petals may be used on the carpet or runner—silk petals are acceptable.
15. All non-member events will require the presence of a Church Representative.
16. Use of the building will be terminated at 10 pm all evenings of the week unless prior approval has been given by the Board of Trustees.

Leave the Building as you found it. All personal belongings must be removed at the completion of the event. A security deposit may be collected in advance by the decision of the Board of Trustees. This deposit will be refunded if the building is left in good order.

17. All Fees must be paid in full to the Gull Lake United Methodist Church, other than weddings. Checks for weddings must be made payable directly to the individuals involved (Pastor, Sound Technician, Church Representative, Custodian, etc.)
18. Custodial requirements will be determined by the church.
19. Groups of children twelve years old and under must have two adults present at all times.
20. All requests will be cleared through the church calendar by the office Manager. Church scheduled or sponsored activities will take precedence over outside sponsored activities.
21. Use by groups on a continuous basis will be reviewed periodically by the Board of Trustees.
22. If an event requires food preparation and/or service, the Kitchen Guidelines must be followed.
23. Use of the Sanctuary requires Pastor's approval.

**FEE FOR NON-CHURCH FUNCTION (Single Use)**

	<b><u>Member*</u></b>	<b><u>Non-Member</u></b>
Classroom or Hamill Hall	\$ 40.00	\$ 80.00
Sanctuary	100.00	150.00
Fellowship Hall	40.00	80.00
Custodian (if necessary)	\$15.00/hr.	\$15.00/hr.
Sound Technician	50.00	50.00
Church Representative		\$15.00/hr.

### **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. The kitchen committee, with the support of the Congregational Members will serve food for weddings, receptions, showers, etc.

### **SERVING FEES ARE AS FOLLOWS:**

	<b><u>Members*</u></b>	<b><u>Non-Members</u></b>
Up to 50 people	\$ 50.00	\$ 75.00
50-100 people	75.00	125.00
100-150 people	100.00	175.00
150+ people	125.00	225.00

*(The cost of all food will be in addition to the above amounts charged for serving)*

### **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.

For groups from outside the GLUMC membership: Suggested fee will be made by the Board of Trustees at the time of application for use.

### **SUGGESTED FEE FOR FUNERALS:**

	<b><u>Member*</u></b>	<b><u>Non-Member</u></b>
Building Use	No charge	No Charge
Pianist	\$100	\$100
Custodian	50	50
Sound Tech	50	50
Kitchen Use	<i>(See separate Guidelines)</i>	
Pastor	Arranged through the funeral home.	

### **FEE FOR WEDDINGS\*\*:**

	<b><u>Member*</u></b>	<b><u>Non-Member</u></b>
Pastor <i>(3-5 counseling Sessions required)</i>	\$300	\$300
Sanctuary Use	100	300
Hamill Hall Use (20-30 people)	40	80
Fellowship Hall Use (50-150 people)	50	200
Custodian	\$15/hr.	\$15/hr.
Sound Technician	50	50
Pianist	100	100
<i>(additional fees for extra rehearsals and cancellations)</i>		
Refundable Security Deposit	150	150
Kitchen Use	<i>(See Separate Guidelines)</i>	

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

\*\*Pastor, Sound Tech, and pianist 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

three (3) days 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. All checks need to be made out to individuals, not to the church (pastor, custodian, sound tech, and pianist).

#### 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

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

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.**

**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:** \_\_\_\_\_

**For Office Use:**

\_\_\_\_ Deposit Received

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**Follow-Up Procedures**

**Complete Vouchers**

\_\_\_\_ Building Use

\_\_\_\_ Custodian

\_\_\_\_ Kitchen Committee

\_\_\_\_ Pastor

\_\_\_\_ Pianist/Organist

\_\_\_\_ Wedding

**Coordinator**

\_\_\_\_ Sound Technician

\_\_\_\_ Housekeeping

\_\_\_\_ Security Deposit

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**All fees must be paid in full  
Two weeks prior to an event.**

**A full refund will be given  
with notification of  
cancellation of church use no  
less than 3 days prior to an  
event.**

**If cancellation notice isn't  
given, \$50 minimum will be  
kept to pay on-call staff.**