

Location	Includes	Group Size	Standard Fee	Optional Hourly Rental
<u>Sanctuary</u> Maximum Capacity 570 Sanctuary Main 404 Balcony 166 Sound Technician \$250 (for 4 hrs) \$50/hr thereafter	<input type="checkbox"/> 6 hours total use, (including set up, event, clean-up) <input type="checkbox"/> Event Hosts are required for events - 2 per 100 attendees (minimum) Piano/Organ are not to be moved.	1- 75 76- 150 151- 200 201- 251 (or more)	\$ 1,050 1,200 1,400 1,750 6 Hours	\$ 200/hr 300/hr 350/hr 450/hr Minimum 3 hour rental
FOOD AND BEVERAGES ARE NOT ALLOWED IN THE SANCTUARY AT ANY TIME.				
<u>Multi-Purpose Room</u> Maximum Capacity 410 Sit-down event is 250 Standing event is 400	<input type="checkbox"/> 8 hours total use (includes set up, event, clean-up) <input type="checkbox"/> Event Hosts are required for events - 2 per 100 attendees (minimum) <input type="checkbox"/> Table/Chair set-up	1- 75 76- 150 151 -200 201- 251	\$ 1,050 1,200 1,400 1,750	\$ 200/hr 300/hr 350/hr 450/hr Minimum 3 hour rental
<u>Optional Full Kitchen Use</u> Only available in conjunction with rental of the Multipurpose Room	<input type="checkbox"/> 8 hours total use (includes set up, event, clean-up) <input type="checkbox"/> cooking Equipment <input type="checkbox"/> Gas Range & Convention Ovens, Refrigerator, Freezer	1-75 76- 150 151 -200 201- 251	\$ 300 400 500 N/A	Hourly rate not available
<u>Classroom 1</u> Group size 25-30 800 sq ft (40'x80')	<input type="checkbox"/> Hourly Rental Time for set up, event, clean up <input type="checkbox"/> Event Host <input type="checkbox"/> Table/Chair set-up	1-30		\$ 75/hr Minimum 3 hour rental
<u>Classroom 3</u> Group size 25-30 625 sq ft (33'x19') Avery/Boswell	<input type="checkbox"/> Hourly Rental Time for set up, event, clean up <input type="checkbox"/> Event Host <input type="checkbox"/> Table/Chair set-up	1-30		\$ 60/hr Minimum 3 hour rental
<u>Conference Room</u> Group size 15 315 sq ft (21'x15')	<input type="checkbox"/> Hourly Rental Time for set up, event, clean up <input type="checkbox"/> Event Host <input type="checkbox"/> Table/Chair set-up	1-15		\$ 30/hr Minimum 3 hour rental
<u>Library</u> Group size 8	<input type="checkbox"/> Hourly Rental Time for set up, event, clean up	1-15		\$ 30/hr Minimum 3 hour rental

NO FOOD OR BEVERAGES ALLOWED IN THE SANCTUARY AT ANY TIME.

Kitchen – Gas Range w/grill, Convection Ovens, Steam Tables.

We do not furnish tablecloths, napkins, dishes, or cookware etc. We do not have in-house catering services. Caterer must have all applicable certificates of insurance.

All food items must be removed from the refrigerator/freezer after event.

Underground Parking Garage: The entrance is on Boswell (formerly Avery Alley) and has thirty parking spaces and two Disabled Parking space. Parking spaces must be reserved and additional fees may be incurred. We cannot guarantee that parking space will be available in connection with other uses of the facilities.

Our Hours: The church office is open Tuesday – Friday, 9:00 a.m. – 5:00 p.m. You must make an appointment to view the facilities. Arrangements for deliveries from florists, caterers, etc, must be made during office hours or your contracted rental time. All events must end by 11:00 pm, with amplified music ending by 10:00 p.m.

Insurance: Jones Memorial United Methodist Church does not retain property or liability insurance covering rental groups or individuals, nor their members, guests, or outside contractors (florist, caterers, etc.), utilizing our facilities. The Church will not be held liable for any claim of damage, theft, injury sickness, or otherwise, which might be incurred by renters or any person/persons affiliated with the rental of church facilities. Therefore, all renters must provide a Certificate of Insurance which lists Jones Memorial UMC as an “Additional insured” on the certificate. This certificate must be on file with the church administrator 10 days before use of the facilities commences. Usually, your homeowner’s renter’s, or business insurance provider can add the church as an additional insured to your existing policy and furnish you with a Certificate of Insurance at no or minimal charge. We require that you carry \$1,000,000 in coverage.

MAKING YOUR RESERVATION: A security deposit of \$250 plus 50% of the rental fees are required at the time the Use Agreement is approved. Fees include the set-up to break-down hours. The balance is due **10 business days** prior to your event. Your security deposit is fully refundable unless: 1) your event is canceled less than 30 days of the scheduled date; or, 2) extra costs were incurred for overtime, violation of our policies, damage, extra janitorial, etc. In these cases, Jones Memorial church reserves the right to hold any or all of your deposit plus charge for damages above the deposit.

NO SMOKING, DRUGS OR ALCOHOL!

Smoking, drugs and alcohol in any form are prohibited on the church premises (Building and garage). Jones Memorial United Methodist Church observes a strict NO alcohol policy and will not tolerate any use of alcohol on church property. Persons who are drinking alcohol or appear to be drunk will be asked to leave. RENTERS are responsible for informing members of their group of this policy; any violation or appearance of violation of this policy will result in forfeiture of your entire agreement, including security deposit and you will be asked to leave the premises IMMEDIATELY “Event Canceled”.

DECORATING/SIGNAGE/ETC: All decorations/signs are provided by the user and must be approved by the church before your event and must be freestanding NO signage of decoration can be applied to the walls, doors or windows.

Facility Use Agreement Procedure

*A **Facility Use Agreement** shall be executed between the church administration and any organization using church property. Terms and conditions of the “**Facility Use Agreement**” may be modified or waived at the discretion of the **Trustee Board and Pastor**, within the limits of these guidelines.*

Please be aware that a use agreement **MUST** be completed to use any space in the church. There are many activities scheduled at Jones Memorial UMC. We must respect room assignments so that every request may be accommodated.

Once your use agreement has been received, it will be reviewed and approved.

A copy of the approved use agreement will be returned to the contact person or event coordinator. If there are any questions or concerns with the use agreement you will be contacted for clarification.

Submission Process

Submit a Use Agreement –

- Use Agreements can be found on the church website at Jonesumc.com (under Useful Inf – Forms and Documents).
- Use Agreements must be submitted timely and approved before you plan your event and publish the date and use of the facility.
- Please complete every space outlined on the use agreement.
- Please note N/A (not applicable), if appropriate, in unused spaces.
- Staff will review and approved the use agreement.
- Sign the use agreement to insure that you understand and accept the terms and conditions of facility use.
- Incomplete use agreements will be returned without further consideration.
- Keep a copy of the Use Agreement that you submit for your records, follow up with church administration if you have not been notified of the approval/denial of your request.

Approval Process

- The time, date and space requested on the use agreement will be reviewed for availability.
- The use agreement will be review to insure that it is complete.
- Staff will review all policies and procedures with the event coordinator directly.
- The use agreement will be copied and mailed to the contact person or event coordinator.
- If you cancel your event you must contact the church office immediately, timeliness can affect your security deposit.
- Keep in mind that you are required to provide your own set-up and breakdown for your event. Arrangements can be made with advanced notice for assistance for a service fee of \$50 per hour (4 hour minimum).

Terms and Conditions:

- There will be no of alcoholic beverages, smoking or gambling of any kind permitted on church property.
- External doors are not to be propped open, nor shall facilities or rooms be occupied that are not included in the Use Agreement.
- Nothing shall be affixed to the walls, ceiling, fixtures, curtains, doors or vertical surfaces in any room or building. The church may, at its discretion, require that a church custodian be present at all times during a non-church activity, at the expense of the group.
- Each non-church group using the church facilities shall have an **event Coordinator**. The Coordinator is a specific individual who is a representative of an applying group who shall be responsible for arrangements, for the conduct of the group, for the payment of fees and for any damages to church property.
- In addition to all other requirements, use of the Sanctuary must have the permission of the Senior Pastor.
- At the end of an event, equipment, chairs and tables and all furnishings shall be returned to the condition and location as before.