

ALDERSGATE UNITED METHODIST CHURCH

**6610 Vaughn Road
Montgomery, AL 36116
334-272-6152
11 October 2021**

BUILDING USE POLICY

- 1. All activities held at Aldersgate MUST be scheduled through the Church Office. Reservations may be made with the Executive Assistant, Church Administrator, or Building Superintendent. All approved reservations will be placed on the official Church Calendar by the Executive Assistant.**
- 2. The Church facilities are available for use by the Scout Troops sponsored by the Church and other non-member community groups, provided the functions do not interfere with activities of the Church. If a conflict does arise, Church activities will be given priority. Outside social, civic, service, educational, and charitable groups using our facilities will be charged a fee to help defray cost of utilities and custodial services.**
- 3. The Church facilities are available for use by non-member community groups and other recognized groups upon approval of the Church Administrator or Senior Pastor.**
- 4. Showers or teas are allowed for a Church member by a Church group, Sunday School Class, UMW, etc., but not by any non-member individual unless they rent the space and pay for such. Facility Fees are reflected on page 3 (three) of this policy. Janitorial Fees for Non-Member facility use would be assessed as such: Janitorial Services for setups and cleanup = \$100 / Parlor cleanup = \$150.**
- 5. Use of Church related sound room & sound equipment, portable video equipment, setups of tables & chairs, kitchen facilities & equipment, or kitchen support items are under the direction, and require prior approval, of the Church Administrator, Building Superintendent, Music Minister, or Hospitality Coordinator.**
- 6. Children will not be left unsupervised during scheduled events. Child care arrangements must be made at least two weeks in advance if children are brought to the Church and are not part of a planned program. Child care may be scheduled for Church sponsored events by contacting the nursery coordinator. These fees are included on page 3 (three) of this policy. The requirements of the Safe Sanctuaries Policy will apply to all Church sponsored activities. Two non-related adults must be present at all times for all activities involving children and youth.**
- 7. Regulations for using Aldersgate Church facilities:**
 - A Building Use Form must be completed, in advance, by the person responsible for the event. Forms may be found in the Church Office and returned to the Church Administrator or Executive Assistant.**
 - Rooms are expected to be left clean and orderly.**
 - Smoking is not permitted in the Church building and in the Courtyard.**
 - Alcoholic beverages, in any form, may not be served in the Church or on the Church grounds.**

- No wall decorations, etc. will be hung in any manner that will harm the walls or furnishings.
- No food or drink may be carried into the sanctuary or chapel.
- No raffles may be held for any event.

8. The facilities will not be used for any commercial enterprise where products are displayed and/or sold. This restriction does not apply to Church-run or Church sponsored programs.

9. When items belonging to the Church are used for Church related activities outside the Church, the Church Administrator or Building Superintendent must approve in advance the items to be removed and the expected time for return. A written record is to be kept by the Church Administrator of items checked out and when returned.

10. Janitorial service for clean-up after weddings and other personal activities will be performed by Church personnel or Church members. The expense of these services will be paid by the party hosting the event. Policies governing weddings and receptions are covered in a separate policy handout available from the Church office.

11. The contact person for the event must adhere to the security requirements as outlined in the Church Security Plan. The Church Administrator or Building Superintendent will inform the person as to the security protocols of the facility. It is the responsibility of the hosting official to be aware of all building security requirements prior to an event. That same hosting official may be responsible for resetting building security systems after the event, if no Church member is part of the event.

12. The Altar Guild is responsible for the usage of the chancel area in the main sanctuary or the chapel. NO fixtures or furnishings may be moved from within the chancel area without the consent of the Altar Guild. Contact Rev. Steve Badskey.

13. Only dripless or automatic candles will be used in the sanctuary and chapel for all worship services and weddings. No candles may be used down the aisles or in the windows. Steps should be taken to protect all furniture, floors, and carpet from any damage within the building or any facilities.

14. The parlor should be used for adult activities only. No furniture may be removed from the parlor. The glass coffee table should not be moved from its present position.

I have read the above policy statements and agree to abide by all of them.

Printed Name of Requestor: _____

Signed: _____ Date: _____

Approved: _____ Date: _____

FEES FOR USE OF FACILITIES

(Excluding Weddings & Receptions)

11 October 2021

Main Sanctuary / non-members (weekdays and evenings)	\$400.00
Chapel / non-members (weekdays and evenings)	\$250.00
All Sunday School Rooms / non-members (weekdays and evenings) (Excluding Room-22)	\$60.00
Room-22 (Largest Classroom) / non-members (Weekdays and evenings)	\$200.00
CAC (Christian Activity Center – Gym) / non-members LOCK-IN overnight	\$300.00
CAC / non-members (weekdays 8-4, 2 hours, up to 50 people)	\$350.00
CAC / non-members (not using kitchen) (evenings after 4pm & weekends)	\$450.00
CAC / non-members (using the kitchen) (evenings after 4pm & weekends)	\$550.00
Outdoor Pavilion or Ballfield / non-members (weekdays, 2 hours, up to 50 people)	\$50.00
(evenings & weekends)	\$100.00
Support services for members as well as non-members	
Organist / Pianist	\$250.00
Sound/Video Technician	\$75.00
Nursery Services for non-members / groups	per/hr. \$25.00
Members / groups	per/hr. \$20.00
If more than 2 workers	additional per/hr. - per worker \$10.00

All non-member requests require \$100.00 NON-REFUNDABLE deposit when reserving a date. This deposit will be applied to the costs detailed above. Final payment must be received before event is held.

No event that is private or non-member may be booked more than 90 days in advance.

ALDERSGATE UNITED METHODIST CHURCH
6610 Vaughn Road
Montgomery, Alabama 36116
11 October 2021

BUILDING USE REQUEST INFORMATION

Group / Individual Requesting Use _____

Contact Person _____ **Phone #** _____

Room / Rooms Requested _____

Date of Event _____ **Time of Event** _____

Time for Entry Setup Access _____

Number of Participants _____

Will Nursery for childcare be required _____ **YES** _____ **NO?**

Special Needs (TV, DVD, tables, chairs, etc.) _____

Required fee for use as described _____

Signed _____ **Date** _____

Approved _____ **Date** _____