



**WILLIAMSBURG UNITED METHODIST CHURCH
BOARD OF TRUSTEES FACILITY USE AGREEMENT**

GENERAL FACILITIES USE REQUEST

The use of Williamsburg United Methodist Church (WUMC) rooms, facilities, grounds, parking areas and tangible property are primarily for Church activities that have a mission concordant with the history, beliefs and practices of WUMC that are open to the broader membership and/or the public. Fund raising activities that support WUMC missions may be held, but for-profit activities are prohibited. In most cases decisions about facility use will be made by the Chair of the WUMC Board of Trustees in consultation with the Facilities Manager, Scheduler, and Pastor. Fees may be amended by the Pastor in consultation with the Trustees for private use of the facilities by church staff or members. Cleaning fees may still apply, however, based upon day, time, or nature of the event. Every effort should be made to schedule activities on weekdays since events on weekends will only be scheduled twice per month on a first-come, first-served basis.

This request form must be submitted online or on paper at least 14 days prior to the proposed date of the event or activity by the individual signing this agreement. Additionally, this form must include a room setup chart, or the box below must be checked. In the case that neither is true then the form will be rejected and sent back to the individual signing agreement.

☐ **I DO NOT REQUIRE A ROOM SETUP AND WILL NOT REQUEST ONE AT A FUTURE TIME.**

FACILITY USE FEES ARE DUE AT THE TIME THIS REQUEST FORM IS SUBMITTED OR THE EVENT MAY BE CANCELLED.

Submission Date: _____		Name of Activity: _____	
Member of WUMC? ☐ Yes ☐ No		If yes, add ministry name: _____	
Your name: _____ (Please print)		Email: _____ Phone: _____	
Dates requested for Building Use: _____/_____/_____ to ____/____/____		Time requested: _____ am pm (Circle one)	
Size of Group: _____			
Describe this event: _____			
Rooms requested: _____		Will there be food served at this event? ☐ Yes ☐ No	
Will there be on-site cooking using WUMC stove and ovens? ☐ Yes ☐ No		Will this be a catered event: ☐ Yes ☐ No If yes, name and phone number of caterer: _____	
Signature: _____ Date: _____		Payment submitted: ☐ Yes ☐ No	



FACILITY USE GUIDELINES AND CUSTODIAL FEES

Fees for Facility Use are listed below. The fees defray utility cost, clean up, and maintenance cost.

Facility use fees are due at the time the request is made. Please call the Church Office (757) 229-1771 to check the availability of the room/s to be requested. Reservations will be confirmed on a first-come, first-served basis after this agreement is submitted and signed by both parties. In case of emergency WUMC reserves the right to cancel the requested space within 24 hrs. notice, prior to the event. Even if the allotted space remains available for the requested date, our limited parking spaces are not guaranteed.

BUILDING USE FEES		NON-CHURCH ACTIVITIES WEEKENDS FEE	
Small Classroom	\$75.00	75 attendees or fewer	\$ 200.00
Large Classroom	\$100.00	Greater than 75 attendees	\$250.00
Wesley Hall - Rm 121	\$250.00		
Sanctuary	\$1,000.00	CUSTODIAL FEES	
Atrium	\$550.00	Custodian	\$250.00
Chapel	\$300.00	Custodian (with reception)	\$325.00
Kitchen	\$350.00	SOUND TECH/AV	
Kitchen plus Kitchen Liaison	\$500.00	Sound tech Sanctuary (opt)	\$50.00
		Sound Tech Fellowship Hall (opt)	\$50.00
Fellowship Hall	\$1,400.00	Video/Livestream Tech (opt)	\$50.00
Fellowship Hall plus Event Liaison	\$1,550.00	Events starting after 6pm. Add'l fee	\$75.00

*CURFEW FOR FELLOWSHIP HALL: M-F 8:30 PM, SAT, 8:00 PM

If both the Sanctuary and Fellowship Hall (with Liaison/\$150.00) are rented for \$2,550.00, a 15% discount is given on the facility only to equal \$2,167.50. If you are a member or the child or grandchild of a member of WUMC, only the facility fees may be waived. If any event, for which a use agreement has been approved requires more than one rehearsal (which is included with the basic facility fee) an additional fee of 10% of that basic facility fee will be added for each additional rehearsal. If the additional rehearsal requires set-up and take-down of any facility to be used, an additional custodial fee of \$75.00 will be added. If the event is non-church sponsored, a security deposit of \$100.00, in addition to total usage fees, will be required at the time of reservation. Following the event, if the rooms used are left in clean and proper order, the deposit will be returned.

For overnight guests staying at the church, there will be a fee of \$10.00 per person/per night with a maximum of 25 guests. This fee is required to be paid 14 days prior to the visit.

STANDARD BUILDING PROCEDURES FOR GENERAL USE EVENTS

We understand and agree to obey the following rules as we use the church facilities:

1. We relieve Williamsburg United Methodist Church of liability for any injuries that may occur on church property.
2. Any question for the Custodian should be directed to the church office. Diagrams for set up should be sketched and turned into the Church Office.
3. Williamsburg United Methodist Church is a smoke free environment. No alcoholic beverages are permitted. Requests for use of the piano or organ must go through the Director of Music Ministries.
4. All dance events will be restricted to Wesley Hall and Multipurpose Room while wedding receptions may be held in Fellowship Hall. If a Disc Jockey is to be involved, the Church Office must be made aware at time of reservation.
5. All food and drinks are to be kept inside the requested room.
6. No screws or nails may be driven into the building. No items may be attached to any part of the building or grounds in a manner that will cause damage.
7. Each group accepts full responsibility for any damage(s) and will report it to the Church Office the next working day after use of the building. Emergencies should be reported immediately.
8. All children are to be supervised by at least two responsible adults.

Sign and date front page; keep a copy for your records. Payment is due upon return of this agreement. Agreement null and void if not received with payment within 15 days of receipt.



**WILLIAMSBURG UNITED METHODIST CHURCH
BOARD OF TRUSTEES FACILITY USE AGREEMENT**

FACILITIES USE REQUEST - WEDDINGS

We at Williamsburg United Methodist Church offer our sincere congratulations to you on your engagement! We also consider it an honor that you would consider our campus as the location for your entering into marriage, and thus we will strive to make this both an enjoyable and memorable occasion. That said, we have certain policies and procedures that need to be followed as you plan for this joyful occasion. The first step is the completion and submission of this form on-line or on paper, at least one month (30 days) prior to your wedding date. In most cases, decisions about building use are made by the Chair of the WUMC Trustees, in consultation with the scheduler, Pastor, and Director of Facilities. Fees may be reduced for use of WUMC facilities by church members and their families, and staff, although cleaning fees may still apply based upon day, time, and the facilities used.

This request form must be submitted online or on paper at least 14 days prior to the proposed date of the event or activity by the individual signing this agreement. Additionally, this form must include a room setup chart, or the box below must be checked. In the case that neither is true then the form will be rejected and sent back to the individual signing agreement.

FACILITY USE FEES ARE DUE AT THE TIME THIS REQUEST FORM IS SUBMITTED OR THE EVENT MAY BE CANCELLED.

WEDDING PLANNING FORM AND AGREEMENT

CONTACT INFORMATION

Today's Date: _____

Name of Bride: _____

Member of WUMC? ☐ Yes ☐ No

Name of Groom: _____

Email: _____

Address: _____

Phone: _____

FACILITIES USE

Dates requested for building use:

____/____/____ to ____/____/____

Time requested:

____:____ am pm to ____:____ am pm
(Circle one) (Circle one)

Rooms requested : ☐ Sanctuary ☐ Chapel ☐ Atrium ☐ Fellowship Hall ☐ Kitchen

Will there be food served at this event?

☐ Yes ☐ No

Will there be on-site cooking using WUMC stove and ovens?

☐ Yes ☐ No

Will this be a catered event: ☐ Yes ☐ No

If yes, name and phone number of caterer:

Name of Caterer: _____ Phone: _____

Fellowship Hall partition closed? ☐ Yes ☐ No

Dancing?

☐ Yes ☐ No

Disc Jockey?

☐ Yes ☐ No

Live Band?

☐ Yes ☐ No

WEDDING CEREMONY AND CLERGY

Clergy must be licensed to conduct a religious ceremony by the Commonwealth of Virginia. If clergy from outside of WUMC, please ask them to make a courtesy phone call to the WUMC pastors at 757-229-1771 to inform them of your wedding arrangements.

Name of Minister: _____

Phone Number: _____

Denomination: _____

Licensed in Virginia: ☐ Yes ☐ No

FEES

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WEDDING HONORARIA		CUSTODIAL FEES	
WUMC Pastor (discretion of couple)	\$350.00	Custodian (sanctuary only)	\$250.00
Wedding Coordinator	\$250.00	Custodian (with reception)	\$325.00
BUILDING USE FEES		MUSIC/SOUND TECH/AV	
Sanctuary (due at booking)	\$1,000.00	Sound tech Sanctuary (opt)	\$50.00
Atrium (when Fellowship Hall is not used-due at booking)	\$550.00	Sound Tech Fellowship Hall (opt)	\$50.00
Chapel (due at booking)	\$300.00	Video/Livestream Tech (opt)	\$50.00
Kitchen	\$350.00	Organist	\$250.00
Kitchen plus Kitchen Liaison	\$500.00	Soloist	\$100.00-\$250.00
Fellowship Hall (due at booking)	\$1,400.00		
Fellowship Hall plus Event Liaison	\$1,550.00	Weddings starting at 5pm and later - Add'l fee	\$75.00

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Since weddings are a non-church-sponsored event, a security deposit of \$100.00 in addition to said usage fees will be required at the time of the reservation. Following the event, if the rooms used are left in clean and proper order, the deposit will be returned after the event.

If both the Sanctuary and the Fellowship Hall (with Liaison at \$150.00) are rented for \$2,550.00, a 15% discount applies: the fee is \$2,167.50. If you are a member or the child or grandchild of a member of WUMC, facility fees may be waived. If any event for which a use agreement has been approved requires more than one rehearsal (which is included with the basic facility fee) an additional fee of 10% of the basic facility fee will be added for each additional rehearsal. If the additional rehearsal requires set-up and take-down of any facility to be used, an additional custodial fee of \$75.00 will be added.

On the church website (www.williamsburgumc.org), please fill out the Wedding Registration and Information Form. Please also contact the Church Wedding Coordinator, Gwen Hinton, at (757) 876-0652 at your earliest opportunity. She will be able to help you through every step of the arrangements with our church. Checks with payment for pastor, wedding coordinator, organist, soloist, custodian, and sound technician/s should be made out to each individual and mailed (two weeks prior to the event date) to: Gwen Hinton 4708 Winterberry Court, Williamsburg, VA 23188.

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Signature

Signature

Date:

Date:

Signature:

Email: