

RECEPTIONS SERVED BY UNITED WOMEN IN FAITH USING THE FELLOWSHIP HALL AND KITCHEN

United Women in Faith may be asked to coordinate and serve funeral receptions for families related to CUMC. If UWF is serving the reception, the fees are listed below. The fees are intended to cover direct cost of food and beverages and overhead costs such as heating, air conditioning and custodial.

For church members, reception/dinner fees may be waived and if so, a donation to offset expenses is very much appreciated. Neither CUMC nor UWF have a budget for funeral receptions. Cost will be based on number of people expected as per direction from the family.

The following services may be available:

	CUMC MEMBERS	NON- MEMBERS
A reception of cookies, coffee, tea, and/or punch for 100 persons or less.	\$300.00	\$350.00
Over 100 persons, per person	\$3.00	\$3.50
A luncheon / dinner with a menu of sandwiches, salad, potato chips, cookies, coffee, tea and/or punch		
Per person charge	\$10.00	\$16.00

If the family provides the food, the price will be adjusted to cover beverages and set up. For non-members, these guidelines may be waived or adjusted in some circumstances as approved by the Pastor. Contributions for these services shall go to the UWF treasury and checks are made payable to the United Women in Faith (UWF) and given to church Administrative Assistant

FUNERAL PERSONNEL FEES

	CUMC MEMBERS	NON- MEMBERS
Minister / Officiant	Honorarium	\$125.00
Organist, Organ/Piano only	\$200.00	\$200.00
Organ / Piano with vocalist	\$225.00	225.00
Technical Services – sound, lights, Zoom video recording	\$150.00	\$200.00
Custodian up to 3 hours		\$200.00
Child Care up to 3 hours		\$75.00

Personnel fees can be paid directly to the individuals performing their service.

FACILITY USAGE

FUNERALS, WEDDINGS, CELEBRATIONS, CIVIC MEETINGS, NON-PROFIT ORGANIZATION ACTIVITIES, COMMUNITY MEETINGS

Total capacity for fellowship hall is per ordinance is 350. The seating capacity of the fellowship hall is 22 round tables, 6 chairs each or 132 seated along with 13 rectangular tables that can hold 10 chairs each for 130. The capacity for the sanctuary is 238 with overflow area in the narthex.

The room use prices are for a day's use or any portion of a day.

	CUMC MEMBERS	NON- MEMBERS
Sanctuary use for concerts, meetings, speeches, etc.	\$0.00	\$300.00
Fellowship Hall Only	\$0.00	\$300.00
Fellowship Hall & Kitchen	\$0.00	\$325.00
Dishwasher (machine, first hour)	\$0.00	\$25.00
Custodian up to 3 hours		\$75.00
Child Care up to 3 hours		\$75.00

ADDITIONAL ITEMS

	CUMC MEMBERS	NON- MEMBERS
Coffee Pot, 25 to 100 cup pot	\$10.00	\$10.00
Table Lines Usage Each (only for CUMC members)	\$5.00	N/A
Silver tea/coffee / silver dishes	\$0.00	\$75.00
Punch bowl & Ladle	\$0.00	\$10.00
Candelabra without candles (1 pair available)	\$20.00	\$20.00

Other Personnel fees if applicable:

	CUMC MEMBERS	NON- MEMBERS
Custodian (up to 3 hours)	\$ 50.00	\$ 75.00
Organist / Pianist	\$ 200.00	\$ 200.00
Technical services, sound, lights Zoom video & recordings in sanctuary. Additional fees as applicable.	\$ 150.00	\$ 200.00

\$150.00 deposit (non-refundable if canceled) is due upon scheduling event. Final payment is due two days before the event. The facility fees check shall be made payable to CUMC and given to the church Administrative Assistant or placed in the black lock box on the wall outside the office. The checks for the personnel may be made directly to that person.