

CHURCH FACILITIES USE POLICY & FORMS

**BETHANY UNITED METHODIST CHURCH
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The End of Your Search for a Friendly Church

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BETHANY UNITED METHODIST CHURCH
GENERAL GUIDELINES

The primary purpose and usage of our church facilities is for the programs and the missional functions of the church. Non-church related groups or private individuals may request the use of the facilities. However, the fees set by the Ministry Council upon the recommendation of the Trustees must be paid in advance of the meeting or program.

Please read this Facilities Use Policy carefully to understand both Bethany's policies for use and care of the Sanctuary, Fellowship Hall and Friendship Center, policy regarding Bethany's Minister and Music Director and all related staff service and facility usage and cleaning fees.

All organizations exempt from usage fees are still obligated to pay the utility and cleaning fees. Bethany's facilities must be left in the condition and order found prior to usage (i.e., furniture, etc.). **It is not the responsibility of the church staff to set up for outside meetings/activities or to restore the order of facilities after outside meetings/activities.**

The AA organization will pay utility and cleaning fees and cannot use the facilities on Fridays, Saturdays, or Sundays.

RESERVATIONS AND AGREEMENTS DO NOT CARRY OVER FROM ONE YEAR TO THE NEXT. IT IS THE RESPONSIBILITY OF GROUP (S) USING THE CHURCH FACILITIES TO NOTIFY CHURCH STAFF WELL IN ADVANCE TO RESERVE DATES AND TIMES FOR FACILITIES USEAGE.

POLICY ON WEDDINGS AND REHEARSALS

POLICY: We of Bethany United Methodist Church are happy that you are having your wedding in our beautiful Sanctuary. We wish you and your spouse every happiness in your life together.

The wedding is an eventful occasion in the lives of two people and therefore, it is of deep concern and importance to the church. Although it may have its social aspects, a wedding ceremony is a service of sacred worship where vows are taken, prayers are offered, and the blessing of God in Jesus Christ are invoked.

Bethany UMC offers wedding space for its members. However, it is possible for a non-member to use the facilities for a wedding ceremony if they are sponsored by a member. Such arrangements must be approved by the minister and the trustees.

MEMBERS: For this reason, Bethany is happy to offer its facilities free to its members when a wedding is planned. In fact, the church invites and urges its members to use the church when a member is to be married. Church members are not charged usage fees for the Sanctuary, Fellowship Hall or Friendship Center for a \$50.00 utilities/cleaning fee.

However, if the wedding ceremony requires the extra services of staff members, including the minister and music director, church members do pay fees as detailed in this policy for the extra services rendered.

To ensure that the wedding ceremony is carried out in a spirit of worship and sacred order, the following guidelines are to be followed:

- 1. A WEDDING DIRECTOR IS required to facilitate planning, rehearsal, and wedding.** Remember, the choice of celebrating a wedding in a church means that this is a service of worship with support and guidance of an ordained minister of the Gospel.
- 1. The minister should be included in planning and must approve and finalize all planning.** The role of the minister is to facilitate vows and to assure that the rehearsal and planning are conducted in such a manner as to align with the sacredness of the worship service.

- 2. Visiting Pastor Participation: Should a couple desire a clergy person to share in the ceremony with the resident minister, the resident minister will extend the invitation.** It is unprofessional and it violates the rules of the United Methodist Church to extend an invitation to a minister except through the office of the resident minister. To avoid confusion, Bethany's' resident pastor will extend an invitation to the visiting minister with a copy of the invitation sent to the bride's family. It will then be the resident minister's responsibility to share the church rubrics and order of service with the visiting minister.

The minister should never be placed in the position of being asked to violate or change church rubrics or regulations for a rehearsal or wedding service. When the minister takes her/his place before the congregation at the beginning of the service the minister's presence symbolizes the office of a duly ordained minister of WORD and SACRAMENT. The minister will conduct the service to conform to the guidelines of Christian Worship as defined by the United Methodist Church. In the performance of these rites, the minister, also represents the faith and practices of the congregation.

- 3. Early Preparation:** Reservations for the use of the Sanctuary and the Fellowship Hall or Friendship Center for the rehearsal and the wedding will be made through the minister's office AFTER THE BRIDE AND GROOM HAVE HAD CONSULTATION AND APPROVAL OF BETHANY'S MINISTER.
- 4. Reservation fees** are paid in the church office to secure the reservation of church facilities. A RESERVATION CANNOT BE MADE OVER THE PHONE. A hard copy of this Policy will be given to the applicant and discussed. The applicant is required to initial where asked and sign where indicated on the document at the time of reservation. This fee is applied against the total usage fee for each building.

The family of the bride, or other applicant(s) for the use of the church facilities assumes responsibility for and agrees to reimburse the church for any damages done to the property.

5. **Decorations:** A guide for florist and wedding director.
- a. No decorations will be permitted which conflict with fire ordinances.
 - b. No candles will be placed on windowsills in the Sanctuary. This also applies to the Fellowship Hall and Friendship Center.
 - c. Nothing in the Chancel area is to be moved.
 - d. No nails, tacks, wire, gummed or scotch tape, thorny vines or evergreens may be in or on the walls, woodwork, columns, pews, chancel rail, furniture, or choir rail of the church or in other areas of the buildings.
 - e. No decorations may be used on the pulpit, lectern, or altar other than the altar flowers. The altar flowers are limited to the two arrangements for the stands and should not overwhelm the area.
 - f. Candles may be used only in approved candelabra and must be securely set so that there is no danger of them falling out. **A protective covering must be placed beneath all candles whether dripleless or not. The covering should be large enough to prevent any drippage of wax from splashing on to the carpet.** Cleaning, damage and /or repair costs will be the responsibility of the contracting party.
 - g. Due to damaging stains, no flower petals will be dropped on the carpet.
 - h. The family/bride/groom must provide a copy of these regulations to all parties, professional or otherwise, who decorate facilities. This is the responsibility of the contracting party. This policy with all its contents must be adhered to as stated. The florist and/or decorator is responsible to contact the church office to notify of the proposed schedule to decorate the Sanctuary and facilities.
 - i. All decorations must be removed immediately after the ceremony (except altar flowers which may be left for the Sunday service.) If the flowers are to remain, the church office should be advised at the time the reservation is made.

6. **Music**: Music, both instrumental and vocal, for the wedding must be approved by the Minister and Director of Music of the church.
 - a. Selections should be made in consultation with the Music Director.
 - b. **ANY GUEST MUSICIAN must be approved by the Music Director.**

Church Musician: The family/bride/groom are required to make all music arrangements directly with the Church Musician. The fee for the Church Musician's professional services is detailed in the Fees Section of this policy document and payable directly to the musician no later than the evening of the rehearsal. Failure to comply with this policy will render any requirements on the part of the Church Musician void. Additionally, there can be no last-minute changes in music selection.

Guest Musicians: ANY GUEST MUSICIAN must be approved by the Music Director. Once approved, the guest musician must advise the church office well in advance to schedule times for practice. The family negotiates professional fees with their soloist(s), instrumentalists and guest musicians. The church Music Director does NOT make these arrangements.

7. **Photographs**: **Flash photography is forbidden during the wedding ceremony.**

The bridal party may use the Sanctuary before or after the ceremony for pictures. It is the responsibility of the contracting party to inform the photographer of the church guidelines.

Videotaping is permissible during the ceremony. The placement of the camera and the taping of the service must be discussed with the minister and approved well in advance of the ceremony.

8. **Wedding Receptions**: The Fellowship Hall may be used for wedding receptions. Reservations for its use must be made through the church office. Use the GUIDELINES for reserving facilities and payment of fees.
 - a. **Safety Guidelines:** NO throwing of rice or confetti is permitted on the church premises. Birdseed is permissible.
 - b. **Smoking:** No smoking, including e-cigarettes, is not permissible inside ANY church facilities. Smoking is allowable outside at least 200 feet from entrances/exits and cigarette butts MUST be placed in receptacles.
9. **Ministerial Consultation** is available regarding any feature of the wedding.

MEMBER FEE SCHEDULE FOR WEDDINGS AND FACILITIES USAGE

1. **THE USE OF BUILDINGS:** Members are asked to pay one-half of the utility and cleaning fees stated under the non-member fee schedule. **\$50.00**
2. **CHURCH MUSICIAN FEES:** The pianist **fee** for a wedding is **\$300.00** and should be paid at the time of the rehearsal.
3. **THE MINISTER:** The church office cannot reserve the facilities of the church for weddings. The scheduling of weddings is done in consultation with the Minister and her/his approval. There is no set fee for the services of the minister on behalf of church members however an honorarium of **\$400.00** is suggested.
4. **ALL RESERVATION FORMS,** found in the Appendix of this policy, related to event type and reservation must be completed and submitted to the church office when requesting use of church facilities. The requestor will be notified by the office, regarding the approval or disapproval of the reservation requests, after the request has been vetted by the appropriate church board.

POLICY ON FUNERAL SERVICES

We of Bethany United Methodist Church express our condolences to the family of the deceased. We pray for your comfort and healing as you experience the loss of your loved one.

The funeral is a time of reverence and remembrance. It is a time for committing the passing of a loved one into the eternal care of our very God. It is also a time to re-commit the lives of the living to God's calling through prayer, scripture, and music.

For these reasons, Bethany offers its facilities to a decedent's family when a funeral is planned. In fact, the church invites and urges the family of a deceased member to use the church for the funeral service. **The church does not charge for funerals. However, when funerals are held which require the service of staff members, including the minister and the church musician, fees are charged to cover the cost of services rendered:**

- a. The pastor does not charge for this service; however, **an honorarium** of \$300.00 is customary.
- b. **The musician fee is \$200.00** and should be paid the day of the funeral service.
- c. **An honorarium of \$50** is customary for the office staff who supports the minister with preparations and printed material.

The Minister will work closely with the funeral home. She/he will consult with the decedent's family regarding the Order of Service.

Should the family desire a clergy person to share in the service with the resident minister, the resident minister will extend the invitation.

NON-MEMBER FEE SCHEDULE FOR EVENTS (member- sponsored approved weddings)

1. **THE USE OF BUILDING:** To cover the cost of utilities, air conditioning and lights, etc., **\$500.00** is assessed for the **Sanctuary**, and **\$300.00** for the use of the **Fellowship Hall and kitchen**, and/or **\$100.00** to use the **Friendship Center** with its limited kitchen area. A **\$100.00 NON-REFUNDABLE deposit for each building is required at the time of the reservation.** In addition, a **REFUNDABLE \$100.00 cleaning and damage deposit is required at time of reservation.** However, this cleaning and damage deposit fee will be returned if facilities have been restored to original and proper condition.
2. **PIANIST FEES:** The pianist fee is **\$500.00** and should be paid at the time of the event rehearsal.
3. **MINISTER’S FEE:** Church staff cannot reserve the facilities of the church for weddings prior to consultation with and approval of the resident church minister. The minister is like any other professional who renders professional service. A fee of **\$500.00** is required for rehearsal and wedding performed for non-members.
4. **BOTH THE NON-REFUNDABLE DEPOSIT OF \$100.00 AND REFUNDABLE DEPOSIT OF \$100.00 MUST BE MADE BEFORE THE RESERVATION IS PLACED ON THE CALENDAR (SEE #1 ABOVE)**
5. **REQUESTING WAIVER OF USAGE FEES: NON-CHURCH ACTIVITIES**
Application for use of Bethany Facilities for non-related church events/activities, which serve the church’s good standing and support of the community will be considered and if approved. Examples of these events may include Town Hall Meetings, Community Leadership Meetings, irregular Civic Club Meetings, etc. **Any organization** exempt from usage fees will pay the following:
 - a. Utility fee: **\$25.00**
 - b. Cleaning fee: **\$75.00**As application, please submit both Appendix A and Appendix D. The non-church related organization must comply with all use and care policies herein.
6. **A member of the church may reserve church facilities for a non-related church group.** The church member signing the reservation form assumes responsibility for the care of the facilities (as described in the guidelines) and for

Bethany United Methodist Church of James Island
Facilities Use Policy

obtaining and returning the key and for payment of the fee (s) at the time of reservation. **NOTE:** When a non-church related group uses the facilities, even though a church member signs the request, the person or group for whom the facilities are reserved is expected to:

1. The group must pay a usage fee of **\$200.00**
 2. Should the group default in one or more of these areas of responsibility, the church member is the responsible party.
 3. The caterer or person giving the reception, etc. will be responsible for cleanliness and proper care of the kitchen. All refuse should be placed in plastic bags, sealed and placed in the dumpster. All kitchen facilities and utensils should be left clean and in place. Also, the caterer or person giving the reception, etc. is responsible for setting up or taking down tables. Should the kitchen facilities require additional cleaning, the responsible party shall be billed for the labor.
 4. Absolutely NO ALCOHOL is permitted on the premises.
7. **ALL FORMS PERTAINING TO EVENT SCHEDULING**, found in the Appendix of this policy, must be completed and submitted to the church office when requesting use of church facilities. The requestor will be notified by the office, regarding the approval or disapproval of the reservation requests, after the request has been vetted by Bethany church leadership

RULES AND PROCEDURES FOR FELLOWSHIP HALL AND KITCHEN

These rules apply to all persons or groups using the FELLOWSHIP HALL AND KITCHEN for either church related or non-church related functions. A member of the church will be present to “supervise” non-member use of the facility. This will include opening the church, inspecting the used areas to ensure all the requirements listed below are met, and locking the church.

1. Be sure heat or air conditioner is turned off.
2. Be sure all kitchen appliances that should be turned off are turned off.
3. All lights are to be turned off.
4. Garbage is to be bagged, sealed and placed in the dumpster.
5. Kitchen is to be left clean and all utensils back in place. Do not leave dirty dish towels or tablecloths, dishes, pans, etc. in the kitchen.
6. Refrigerator is to be cleaned. Food items, etc., that will spoil or will not be used right away must be removed or thrown out.
7. Floors must be swept and mopped, and all restrooms must be cleaned and the trash bagged, removed, and placed into the dumpster.

Supervising member of the church will:

1. Be sure all doors are locked.
2. Keys are to be returned to the office and put in place if the church office is still open otherwise returned the following day during office hours.

**RULES AND PROCEDURES FOR FRIENDSHIP CENTER AND
ITS LIMITED USE KITCHEN**

These rules apply to all persons or groups using the FELLOWSHIP HALL AND KITCHEN for either church related or non-church related functions. A member of the church will be present to “supervise” non-member use of the facility. This will include opening the church, inspecting the used areas to ensure all the requirements listed below are met, and locking the church.

1. Be sure heat or air conditioner is turned off.
2. Be sure all kitchen appliances that should be turned off are turned off.
3. All lights are to be turned off.
- 4. Garbage is to be bagged, sealed and placed in the dumpster.**
5. Kitchen is to be left clean and all utensils back in place. Do not leave dirty dish towels or tablecloths, dishes, pans, etc. in the kitchen.
6. Refrigerator is to be cleaned. Food items, etc., that will spoil or will not be used right away must be removed or thrown out.
7. Floors must be swept and mopped, and all restrooms must be cleaned and the trash bagged, removed, and placed into the dumpster.

Supervising member of the church will:

1. Be sure all doors are locked.
2. Keys are to be returned to the office and put in place if the church office is still open otherwise returned the following day during office hours.

**TABLE 1: FEES SCHEDULE
PROFESSIONAL SERVICES & FACILITIES USEAGE**

FEE TYPE	EVENT	MEMBER	NON-MEMBER
Building: Sanctuary	Wedding	\$0	[Pre- approved] \$500
Building: Sanctuary	Funeral	\$0	\$0
Building: Fellowship Hall	Wedding	\$0	\$300
Building: Fellowship Hall	Personal Event	\$0	\$300
Building: Fellowship Hall	Funeral	\$0	\$0
Building: Fellowship Hall– Reserved by Member for Non-Member -- \$100 Deposit Non-Refundable; \$100 Deposit Refundable against damages and \$200 Usage Fee			
Building: Fellowship Hall	Public/Community	No usage fees; must pay Utilities/Cleaning fee	
Building: Friendship Cen	Wedding	\$0	\$100
Building: Friendship Cen	Personal Event	\$0	\$100
Building: Friendship Cen	Funeral	\$0	\$0
Building: Friendship Center– Reserved by Member for Non-Member -- \$50 Deposit Non-Refundable; \$100 Deposit Refundable against damages and \$100 Usage Fee			
Building: Friendship Cen	Public/Community	No usage fees; must pay Utilities/Cleaning fee	
Deposit (Non-Refund): Reservation	Wedding	\$0	\$100
All Deposit Types	Public/Community	-----	\$0
Deposit: (Non-Refund): Reservation	Personal Event	-----	\$100
Deposit (Refundable): Against Damages	All events except funerals	\$75	\$100
Utilities/Cleaning: Per facility used or event	Weddings/Personal Events	\$50	Included in total fees
Utilities/Cleaning	Public/Community	No usage fees; \$100 Utilities/Cleaning	
Church Musician	Wedding	\$300	\$500
Church Musician	Funeral	\$200	\$300
Resident Minister	Wedding	Honorarium*	\$400
Resident Minister	Funeral	Honorarium**	Honorarium**
Resident Office Admin	Funeral	Honorarium***	Honorarium***
<i>Reservation Deposits are subtracted from usage fees which must be paid in full prior to events</i>			
HONORARIUM		RECOMMEDATION	
Resident Minister	Wedding	\$400*	\$500*
Resident Minister	Funeral	\$300**	\$400**
Resident Office Admin	Funeral	\$50***	\$50***

APPENDIX A
RESERVATION FORM FOR THE USE OF FACILITIES
BETHANY UNITED METHODIST CHURCH

The facilities of Bethany United Methodist Church are the provision of God through Christ Jesus for the benefit of the members on behalf of worship, education, and the related activities of the Church's mission in and to the world. Therefore, priority is given to church-related activities. This reservation form is to be completed by any party, member or non-member.

This is a reservation for:

The Church Sanctuary

Date: _____ Time: _____ Purpose: _____

Fees: _____ Payment Received: _____
Amount

Church Staff Initials: _____

The Fellowship Hall

Date: _____ Time: _____ Purpose: _____

Fees: _____ Payment Received: _____
Amount

Church Staff Initials: _____

The Friendship Center

Date: _____ Time: _____ Purpose: _____

Fees: _____ Payment Received: _____
Amount

Church Staff Initials: _____

RESERVATION FORM FOR THE USE OF FACILITIES

Initial and Signature Sheet (page 2)

_____ I/we desire the services of the church organist. I/we understand that the services of the musician must be scheduled with the church musician. The musician sets the fees for the services rendered. If there is to be a guest musician, the church musician must give permission and provide the information needed for the guest musician.

_____ I/we understand that we are responsible for cleaning of all areas used. For use of Fellowship Hall and kitchen, there is a check list in the kitchen itself. For use of the Friendship Center and kitchen, there is a check list in the kitchen itself.

_____ I/we understand that all weddings are scheduled through the minister's office and not the church secretary.

_____ I/we have received Bethany UMC Facilities Use Policy and have read, understand, and will abide by the church policy.

RESERVATION SIGNATURE BLOCK

Party 1: _____ Party 2: _____

Member of Bethany UMC? ___ Yes ___ No

Address: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Bethany UMC Staff Member Initials: _____

APPENDIX B
BRIDAL CHECKLIST

Please read and initial each line and return to the Church Office.

_____ I/We have read the wedding information packet.

_____ I/We have a copy of the church's regulations for the use of its facilities.

_____ I/We have consulted with the minister and it is with her/his consent that the rehearsal and wedding dates are being registered on the church calendar.

_____ I/We will return the minister's questionnaire prior to pre-marital session when requested to do so by the minister.

_____ I/We have made additional appointments with the minister.

_____ I/We have given copies of the facilities use policy with regulations to the caterer, the photographer, the director, the florist and the guest organist (if applicable).

_____ The rehearsal and wedding dates agreed upon with the minister and the dates are registered on the church calendar.

_____ I/We have made the following reservations for:

_____ The Sanctuary is for the wedding.

Fellowship Hall or **Friendship Center** (circle) for rehearsal party.

Fellowship Hall or **Friendship Center** (circle) for wedding reception.

_____ The Music Director has approved the music.

_____ The Church Musician has been contacted and has agreed to play.

_____ The Church Musician cannot play but has approved the guest musician who will be playing for the wedding. (See guidelines for guest musician)

_____ Yes _____ No Altar flowers will be left in the Sanctuary for the Sunday service.

BRIDAL CHECKLIST SIGNATURE SHEET (page 2)

Please sign and include with the initialed Bridal Checklist and return both forms to the Church Office.

BRIDE/GROOM SIGNATURE BLOCK

Party 1: _____ Party 2: _____

Member of Bethany UMC? ___ Yes ___ No

Address: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

Bethany UMC Staff Member Initials: _____

APPENDIX C
WEDDING INFORMATION SHEET FOR PASTOR

This form must be submitted in advance of the wedding and prior to scheduling church facilities for practices, decorating etc.

DATE OF REHEARSAL: _____ TIME: _____

DATE OF WEDDING: _____ TIME: _____

Location if other than church: _____



BRIDE:

GROOM:

Full Name: _____

Address: _____

Phone: _____

E-Mail: _____

Person responsible for facilities fees and obligations detailed in this policy:

Name: _____

Best Contact Phone Number: _____

Rehearsal Dinner

Location of Rehearsal Dinner: _____

Date: _____ Time: _____ Yes or No: Is pastor's spouse invited? (circle)

WEDDING INFORMATION SHEET FOR PASTOR (page 2)

Please provide the information requested below as a part of Appendix C and submit the forms to Bethany UMC's pastor.

<u>Name</u>	<u>Phone</u>
Bridal consultant _____	_____
Director _____	_____
Musician: _____	_____
Photographer: _____	_____
Videographer: _____	_____
Music Selections Requested: _____	

_____ Yes, I have provided a copy of Bethany's Facilities Use Policies to each of the parties listed above.

____ Yes ____ No Marriage license has been obtained.

APPENDIX D
REQUEST FOR FEE WAIVER
(Must be submitted with Appendix A)

Some non-church activities/events may qualify for a waiver of usage fees if the relevant church board determines the activity/event contributes to the church's good standing and support of the local community. This form must be completed, in addition to Appendix A, and submitted to the church office for adjudication and approval.

Date of Event _____ Time _____

Name of Event _____

Organization _____

Contact Name _____ Phone _____

Purpose _____

Reason for Waiver (Please detail the benefit to both the church and the community, funding issues/concerns, and other pertinent information necessary for Bethany's leadership to make a prayerful decision):
