

## CHURCH FACILITIES USE POLICY & FORMS

### BETHANY UNITED METHODIST CHURCH 1853 MAYBANK HIGHWAY CHARLESTON, SC 29412

#### **Contact Information**

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#### **Social Media**

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YouTube: [youtube.com/channel/UCH5ycbSZOchOXY7K6Szq\\_tg](https://www.youtube.com/channel/UCH5ycbSZOchOXY7K6Szq_tg)



*The End of Your Search for a Friendly Church*

Policy Revised November 2022

## **Facilities Use Forms Instructions Community Activities/Events**

Please print and carefully read [Bethany's Facilities Use Policy](#)

- Contact the church office to discuss the dates for your event with the church pastor
- Reserve your dates with the church office
- Complete this forms packet, including the request for Fee Waiver Form and submit your forms to staff at Bethany's church office so that our church board might consider this use of facilities along with the request for a waiver of fees.

**Bethany UMC James Island [Facilities Use Policy](#) is found online:**

[https://www.bethanyji.org/uploads/8/2/4/2/82427732/  
bethanyumcji\\_facilities\\_use\\_policies\\_2022.pdf](https://www.bethanyji.org/uploads/8/2/4/2/82427732/bethanyumcji_facilities_use_policies_2022.pdf)

Bethany United Methodist Church of James Island  
 Facilities Policy for Public & Community Use

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

<b>FEE TYPE</b>	<b>EVENT</b>	<b>MEMBER</b>	<b>NON-MEMBER</b>
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

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 Facilities Policy for Public & Community Use

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>			
<b>HONORARIUM</b>		<b>RECOMMENDATION</b>	
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:

\_\_\_\_\_

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**The Fellowship Hall**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Purpose: \_\_\_\_\_

Fees: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Amount

Church Staff Initials:

\_\_\_\_\_

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**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: \_\_\_\_\_