

## CHURCH FACILITIES USE POLICY & FORMS

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

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***The End of Your Search for a Friendly Church***

Policy Revised November 2022

## **Facilities Use Forms Instructions**

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

- Be certain to review the Professional and Facilities Fee Schedule Table
- Contact the church office to discuss the dates for your event with the church pastor
- Reserve your dates with the church office
- Complete the relevant forms and submit your forms along with your down payment or payment in full to staff at Bethany's church office

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

[https://www.bethanyji.org/uploads/8/2/4/2/82427732/  
bethanyumeji\\_facilities\\_use\\_policies\\_2022.pdf](https://www.bethanyji.org/uploads/8/2/4/2/82427732/bethanyumeji_facilities_use_policies_2022.pdf)

Bethany United Methodist Church of James Island  
 Facilities Use Policy for Weddings

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

<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

Bethany United Methodist Church of James Island  
 Facilities Use Policy for Weddings

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>RECOMMEDATION</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: \_\_\_\_\_

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**BRIDAL  
CHECKLIST**

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

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**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 \_\_\_\_\_ No: Is pastor's spouse invited?

**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.

Name	Phone
Bridal consultant: _____	_____
Director: _____	_____
Musician: _____	_____
Photographer: _____	_____
Videographer: _____	_____
Music Selections Requested: _____	
_____	

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\_\_\_\_\_ 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.