**BETHANY UNITED METHODIST CHURCH**

**1853 MAYBANK HIGHWAY**

**CHARLESTON, SC 29412**

**843-795-3527**

**BUILDING USE POLICY**

Revised 3/2019

Facility Use Policy

Bethany UMC of James Island SC

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**BETHANY UNITED METHODIST CHURCH**

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 Administrative Council upon the recommendation of the Trustees must be paid in advance of the meeting or program.

PLEASE READ THE FEE SCHEDULE FOR FACILITIES USAGE, AND STAFF FEE(S), ETC.

All organizations exempt from usage fees must pay the utility and cleaning fees. Also, the facilities are to be left in the condition in which they were found prior to usage (i.e, furniture, etc). **It is not the responsibility of the church staff to set up for these meetings or re-arrange the area for church usage following the meetings of activities.**

The AA meetings will also pay the utility and cleaning fees and cannot meet on Friday, Saturday, or Sunday.

**THERE WILL NOT BE A CARRY OVER OF RESERVATIONS AND AGREEMENTS FROM ONE YEAR TO THE NEXT. IT IS THE RESPONSIBILITY OF GROUP (S) USING THE CHURCH FACILITIES TO NOTIFY THE CHURCH WELL IN ADVANCE OF THE DATES AND TIMES FOR THE USE OF THE FACILITIES.**

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**GUIDELINES FOR WEDDINGS AND REHEARSALS**

**AT BETHANY UNITED METHODIST CHURCH**

**GUIDELINES:** We of Bethany United Methodist Church are happy that you are having your wedding in our beautiful sanctuary. We wish for 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.

For this reason, Bethany is happy to offer its facilities 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. **The church does not charge for weddings of church members. However, when weddings are held which require extra services of staff members, including the minister, there are fees as indicated in the guidelines to cover the cost of the extra services rendered. Non-church members who desire the use of the Sanctuary and the Fellowship Hall for weddings are required to pay the fee(s) as specified in the guidelines.**

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. **The minister:** The minister oversees all proceedings, and it goes without saying, everyone follows her/his instructions attentively and without question. She/he will have the wedding party rehearse the entire ceremony to prepare the wedding party for the sacred service of worship. **THE WEDDING DIRECTOR IS THE ASSISTANT TO THE PASTOR.** Remember: this is a service of worship under the direction of an ordained minister of the Gospel, not a festival of fashionable entertainment.

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**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, it is the accepted practice to provide a written invitation over the resident pastor’s signature. A copy of the invitation will be 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.

1. **Early Preparation:**  Reservations for the use of the Sanctuary and the Fellowship Hall for the rehearsal and the wedding will be made through the minister’s office AFTER CONSULTATION AND APPROVAL OF THE MINISTER.
2. **Reservation fees** are to be paid when facilities are reserved. A RESERVATION CANNOT BE MADE OVER THE PHONE BY MEMBERS OR NON-MEMBERS. Guidelines must be picked up and signed for in the secretary’s office.

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.

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1. **Decorations**: A guide for florist and wedding director.
2. No decorations will be permitted which conflict with fire ordinances.
3. No candles will be placed on windowsills. This also applies to the Fellowship Hall.
4. Nothing in the Chancel area is to be moved.
5. 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.
6. 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.
7. 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 dripless 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.
8. Due to damaging stains, no flower petals will be dropped on the carpet.
9. Professional decorators are to receive a copy of these regulations. This is the responsibility of the contracting party. These guidelines are to be adhered to as stated. The florist and/or decorator is responsible for notifying the church office of the proposed time of decorating the church.
10. All decorations must be removed immediately after the ceremony (except altar flowers which may be left for the Sunday service.) If the flowers are

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to remain, the church office should be advised at the time the reservation is made.

1. **Music:** Music, both instrumental and vocal, for the wedding must be approved by the Minister and Director of Music of the church.

Selections should be made in consultation with the Music Director.

Arrangements for the church musician will be made directly with the musician by the persons making the arrangements for the wedding. The fee for the Church Musician is listed under The Guideline for Fees and is payable directly to the musician no later than the evening of the rehearsal. Non-compliance will be considered as a cancellation of any requirements on the part of the musician. **ANY GUEST MUSICIAN must be approved by the Music Director.** The guest musician must advise the church office well in advance for times for practice. The arrangement for fees for soloist(s), instrumentalists and guest musician are negotiated directly with them. The church Music Director does NOT make these arrangements.

1. **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.

1. **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.

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1. **Safety Guidelines:**
2. NO throwing of rice or confetti is permitted on the church premises. However birdseed is permissible.
3. Smoking is not allowed in ANY of the church facilities. Cigarette butts MUST be placed in receptacles.
4. **Ministerial Consultation** is available regarding any feature of the wedding.

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**GUIDELINES FOR FUNERALS**

**AT BETHANY UNITED METHODIST CHURCH**

**GUIDELINES:** 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 you 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 this reason, Bethany is happy to offer 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 extra service of staff members, including the minister and the church musician, there are fess to cover the cost of the extra services rendered.**

The pastor does not charge for this service however an honorarium is customary. The fee for the musician is $150.00 and should be paid the day of service.

**The Minister** oversees all proceedings, and it goes without saying, everyone follows her/his instructions attentively and without question. She/he will consult with the decedent’s family regarding the Order of Service. **THE FUNERAL DIRECTOR WILL ASSIST THE PASTOR.**

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

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**NON-MEMBER FEE**

**SCHEDULE ESTABLISHED BY**

**BETHANY UNITED METHODIST CHURCH**

1. **THE USE OF BUILDING**: To cover the cost of utilities, air conditioning and lights, etc., a use fee of $500 will be charged for the use of the sanctuary, and $300.00 for the use of the fellowship hall and kitchen. **A $100.00 NON-REFUNDABLE deposit for the church facilities is required at the time of the reservation.**

A $100.00 cleaning and damage deposit is required at time of reservation. This will be returned if facilities have been restored to proper condition.

1. **ORGANIST FEES:** The organist fee is $250.00 and should be paid at the time of the rehearsal.
2. **MINISTER’S FEE:** The church office cannot reserve the facilities of the church for weddings prior to consultation with and approval of the pastor. The minister is like any other professional who renders professional service. A fee of $400.00 is required for rehearsal and wedding performed for non-members.
3. **The caterer** (person giving the reception) will be responsible for extra tasks such as florist.
4. **THE NON-REFUNDABLE DEPOSIT OF $100.00 MUST BE MADE BEFORE A RESERVATION CAN BE PLACED ON THE CALENDAR (SEE #1 ABOVE)**
5. **Any organization** exempt from usage fee will pay the following:
6. Utility fee: $25.00
7. Cleaning fee: $75.00

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1. **REQUESTING WAIVER OF FEES** for an event considered as a non-church-related activity may be considered and approved if the event proves to serve the church’s good standing and support of the community. Examples of these events may include Town Hall Meetings, Community Leadership Meetings, irregular Civic Club Meetings, etc. Appendix D is to be submitted and accompanied by Appendix A.
2. **THE RESERVATION FORMS,** found in the Appendix of this policy, will 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 for review.

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**FEE SCHEDULE FOR MEMBERS OF**

**BETHANY UNITED METHODIST CHURCH**

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. **ORGANIST FEES:** The organist fee for a wedding is $250.00 and should be paid at the time of the rehearsal.
3. **THE MINISTE**R: 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 $300.00 is suggested.
4. **THE CATERER** (person giving the reception) will be responsible for extra tasks such as the florist.
5. **THE RESERVATION FORMS,** found in the Appendix of this policy, will 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 for review.

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**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 “supervise” the use of a non-member. 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 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 will be removed or thrown out.
7. Floors must be swept and mopped, and the restrooms must be cleaned and trash removed.

Members of Bethany will do the following:

1. Be sure all doors are locked before leaving.
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.

A member of the church may reserve the facilities for a non-related church group. However, the church member signing the reservation form assumes responsibility for the care of the facilities (as described in the guidelines). Obtaining, returning the key and the fee (s). 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. Pay a usage fee of $200.00

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1. Should the group default in one or more of these areas of responsibility, the church member is the responsible party.
2. 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.
3. Absolutely NO ALCOHOL is permitted on the premises.

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**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, first priority is given to church-related activities.

**This is a reservation for:**

\_\_\_\_\_ The Sanctuary

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

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_Fellowship Hall

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

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_Other

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

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_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.

\_\_\_\_\_\_I/we understand that all weddings are scheduled through the minister’s office and not the church secretary.

\_\_\_\_\_I/we have received a complete set of guidelines for the use of church facilities and have read and understand the guidelines.

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**APPENDIX B**

**BRIDAL CHECKLIST**

\_\_\_\_\_\_ 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 guidelines and regulations to the caterer,

the photographer, the director, the florist and the guest organist

(if applicable)

\_\_\_\_\_\_ I/We have made the following reservations for:

\_\_\_\_\_ The rehearsal and wedding dates agreed upon with the minister and the

dates are registered on the church calendar.

\_\_\_\_\_\_ The Sanctuary is reserved for the wedding.

\_\_\_\_\_\_ Fellowship Hall is reserved for the rehearsal party.

\_\_\_\_\_\_ Fellowship Hall is reserved for the wedding reception.

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\_\_\_\_\_\_ The musician has been contacted and has agreed to play.

\_\_\_\_\_\_ The musician cannot play but has approved the guest musician who

will be playing for the wedding. (See the guidelines for guest

musician)

\_\_\_\_Yes \_\_\_\_No The altar flowers are being left in the Sanctuary for the

Sunday service.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**APPENDIX C**

**WEDDING INFORMATION SHEET TO PASTOR**

DATE OF REHEARSAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF WEDDING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location if other than church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BRIDE: GROOM:

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Add\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person responsible for fees and the facilities:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of rehearsal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of rehearsal dinner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the ministers spouse invited? \_\_\_\_\_Yes \_\_\_\_\_No

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Name Phone

Bridal consultant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Musician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photographer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Videographer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Music Selections Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_Yes, a copy of the guidelines has been provided to each applicable above.

License Obtained: \_\_\_\_Yes \_\_\_\_No

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**APPENDIX D**

**REQUEST FOR FEE WAIVER**

**(Must be accompanied with Appendix A)**

Some events considered as a non-church-related activity may be approved for waiver of fees if the event proves to serve the church’s good standing and support of the community. This for 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 (Include the benefit to both the church and to the community, funding issues/concerns, and other pertinent information necessary for the church leadership to make a prayerful decision):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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