

CHURCH FACILITIES USE POLICY & FORMS

BETHANY UNITED METHODIST CHURCH 1853 MAYBANK HIGHWAY CHARLESTON, SC 29412

Contact Information

Phone: 843-795-3527

Email: bethanysecretary@comcast.net

Social Media

Website: www.bethanyji.org

Facebook: [@BethanyJamesIsland](https://www.facebook.com/BethanyJamesIsland)

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



The End of Your Search for a Friendly Church

Policy Revised September 2020

Facilities Use Fillable 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 e-fillable 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/bethanyumc_ji_facilities_use_policies_2021.pdf

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

| FEE TYPE | EVENT | MEMBER | NON-MEMBER |
|---|-------------------------------|--|------------------------|
| Building: Sanctuary | Wedding | \$0 | \$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 | \$250 | \$250 |
| Church Musician | Funeral | \$150 | \$150 |
| Resident Minister | Wedding | Honorarium* | \$400 |
| Resident Minister | 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 | \$300* | Fee |
| Resident Minister | Funeral | \$300** | \$300** |
| | | | |

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: _____