

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 September 2020

Facilities Use Fillable 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 e-fillable 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/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: _____