

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

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: _____

APPENDIX B
BRIDAL CHECKLIST

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: _____

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.

<u>Name</u>	<u>Phone</u>
Bridal consultant: _____	_____
Director: _____	_____
Musician: _____	_____
Photographer: _____	_____
Videographer: _____	_____
Music Selections Requested: _____	

_____ 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.