

FEE SCHEDULE

Members and Not-for-Profit Groups

Fellowship Hall with or without kitchen	None
Sanctuary	None
Classrooms	None
Custodian	\$20.00/per hour

- There is no charge for custodial services if church members do set-up and clean-up for their event. Checks are payable to the custodians. All requests for custodial set-up and clean-up must be made at least one week prior to the event.

Non-Members

Fellowship Hall-w/o kitchen, less than 4 hrs.	\$50.00
Fellowship Hall-w/o kitchen, all day	\$100.00
Fellowship Hall-w/kitchen, less than 4 hrs.	\$100.00
Fellowship Hall-w/kitchen, all day	\$200.00
Use of kitchen requires supervision by Church personnel	
Classrooms-less than 4 hrs.	\$25.00/per room
Classrooms-all day	\$30.00/per room
Sanctuary	\$100.00
Custodian	\$40.00/per hour
Computer/Sound Tech	\$25.00/per hour

Make Fees Payable To:

For Church Use:

Churubusco United Methodist Church
750 North Main Street
Churubusco, Indiana 46723

For Custodial Services:

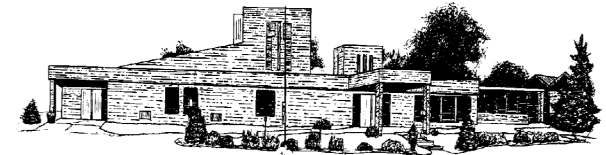
Contact Church Office @ 260-693-2154



Churubusco United
Methodist Church

Facility Use Policy

*Making disciples of Jesus Christ for the
transformation of the world, by providing H.O.P.E.
Hospitality, Offer Christ, Purpose, Engagement*



CHURUBUSCO UMC

Churubusco United Methodist Church
750 North Main Street
Churubusco, Indiana 46723

Phone: 260-693-2154

Fax: 260-693-2155

E-mail: cumc99@aol.com

Website: www.churubuscoumc.org

260-693-2154

Date: 02/27/2018

GENERAL FACILITY USE

- Smoking/tobacco products, alcoholic beverages, and illegal substances ARE NOT PERMITTED ON CHURCH PROPERTY.
- Animals are not allowed inside the Church, without permission.
- Only folding chairs and folding tables are allowed to be moved and they must be returned to their original location at the end of use.
- Damage done to the facility will be billed directly to those responsible at the time of damage.
- When children are in attendance they must be under adult supervision at all times.
- Churubusco UMC is not responsible for lost or damaged items of the group or for personal injuries. A Certificate of Liability may be requested before the event.
- No decorations may be nailed, tacked, or taped to the walls or furniture. Use of candles must be approved by the Church Office.
- Computer and Sound Equipment in the sanctuary is only to be used by trained Church personnel and requires an additional fee.

- All Music or Media files must be brought in and tested for compatibility at least 7 business days before event.

CHURCH RESERVATIONS

- All dates for use of the church facilities must be scheduled with the Church Office. Programs and Ministries of the Church have first priority on the calendar. **For all other events**, scheduling is done on a first-come-first-serve basis, regardless of Church Membership, except in the cases of funerals and funeral dinners.
- The date will be secured when a deposit of 50% of the total church fees (if any) and the signed Facilities Request Form have been received in the Church Office. Cancellations made at least 10 days prior to the event day, will qualify for a full refund. No refund will be issued for cancellations within 9 days or less of event. Church fee balance is due the business day before the event.
- All those using the Church facilities must be finished by 9:00 p.m. on the date of use. Events ending later must be approved by the Church Office and may be assessed a fee. Set-up and Clean-up time is included in the four hour block.
- Building Closing—refund on case by case basis decided by Senior Pastor and/or Chair of Trustees

- No groups or organizations whose primary purpose is to engage in partisan political causes will be approved for Church facility use.

FOOD AND KITCHEN USE

- Kitchen and kitchen equipment use must be arranged with the Church Office before use.

SNOW REMOVAL

In the unlikely event that the building superintendent or pastor deem it necessary to have the Church property cleared of snow on the day of the event, non-member groups using the Church will be billed directly for that expense. Members of the Church will not be charged for snow removal.

THE CHURCH'S JURISDICTION

The Trustees and/or Senior Pastor of Churubusco United Methodist Church are empowered to make any decisions regarding Church use not specifically covered in this document. It is their right to deny Church use to a group.