

## Guidelines for Use of Monte Sano United Methodist Church Facilities

### I. Statement of Purpose

Monte Sano United Methodist Church (MSUMC) considers its property and facilities a gift from God to be used generously in the services of its members and others in the community by making its physical facilities available for activities, gatherings, weddings and meetings that are consistent with the social principles and objectives of the United Methodist Church as stated in the United Methodist Book of Discipline and the Mission Statement of MSUMC.

### II. Priority of Use of the MSUMC Facilities: (Church sponsored activities will have priority over non-church sponsored activities.)

- A. First Approval Priority: Activities and events sponsored by MSUMC.
- B. Second Approval Priority: Activities and events sponsored by MSUMC members.
- C. Third Approval Priority: Non-profit organizations (e.g. volunteer groups).
- D. Fourth Approval Priority: Private interest groups (e.g. wedding receptions, piano recitals, member parties, social / civic activities, etc.).
- E. Fifth Approval Priority: For profit organizations.

### III. Application Procedure:

- A. Obtain a Facility Request through the church office or on the web page.
- B. Contact the Church Secretary to inquire if the date(s) are available. The Church Secretary will determine if the requested facilities are available on the date(s) requested. If the date(s) requested is available it will be reserved once the Facility Request and deposit is received.
- C. Submit the Facility Request to the church office.
- D. The event will be scheduled with the understanding that it is pending the approval of the Pastor or Board of Trustees.
- E. The approval authority will initial the request form, and schedule a Facility Coordinator for the event.
- F. Any fundraisers must also be approved by the Church Executive Committee. All events charging admission must be approved by the Board of Trustees.
- G. The assigned Facility Coordinator will notify the applicant of approval status at the earliest opportunity. The office will keep the approved forms on file and will note the person serving as Facility Coordinator.
- H. Submit 50% non-refundable deposit.

### IV. Application

All non-church events requesting use of the MSUMC facilities must have a completed and signed application on file, along with the deposit made payable to the church.

### V. Special Permission of Use

- A. The Sanctuary is a place of worship. The MSUMC Pastor along with the Board of Trustees must grant special permission for the use of the sanctuary for non-religious events such as lectures, meetings or recitals.
- B. Multi-Media: Only authorized personnel are allowed to use the electronics/audio equipment. The assigned Facility Coordinator will have a list of those authorized, and will contact them as needed. Any fee charged will be the responsibility of the person reserving the facility.

### VI. Prohibited Activities. The church may not be used for any of the following:

- A. Any purpose that is not consistent with the purpose and principles of MSUMC.
- B. Political groups – excluding the use of the building for voting polls.
- C. Use of the facility or performance of any activity not specified in the application form and agreement.

### VII. Conduct While Using the Facilities

- A. Appropriate decorum during the activity or event is expected of all users. In general, groups using facilities must abide by the social policies and standards of the United Methodist Church.

- B. Alcoholic beverages or the use of non-prescription and controlled substances are not allowed on MSUMC property.
- C. Smoking is not allowed in the MSUMC building or on the property.
- D. Events for youth and children in the building or on the church grounds must be supervised by adults at all times, and comply with the MSUMC Safe Sanctuary Policy (see attached).
- E. Adults and children attending events must stay in the area of the church assigned to the event.

#### VIII. MSUMC Facilities Available for Use

*Accessibility: The MSUMC facilities are accessible to persons who have physical disabilities. An access ramp leads from the parking lot to the front and back entrances of the church. The Sanctuary has wheelchair access seating areas.*

The room dimensions below are approximate.

- A. Sanctuary: 250 seating capacity, organ, choir seating, piano, lecterns. Sound system is installed but can only be operated by MSUMC multi-media staff (see above section).
- B. Chapel: Seats 25
- C. Fellowship Hall: 140 seating capacity with chairs only; 100 seating capacity with chairs and tables. Measures 50' x 80'. Adjoins the kitchen.
- D. Kitchen: 6-burner electric range with two ovens, double sink, wash basins, refrigerator/freezer, dishwasher, serving counter.
- E. Classrooms: Several rooms. All rooms vary in dimensions.
- F. Parking Lot: 80 car capacity. Handicapped parking areas.

#### IX. Care of the Facilities

- A. No tape of any type, push pins, tacks, and nails or any other material or fastener may be used in or on the walls, trim, molding, doors or windows of the facility.
- B. Decorating of the sanctuary shall be done in such a way that pews or other furnishings are not marred or damaged.
- C. Candles must not be allowed to drip. If candlebras are used, plastic or protective material must cover the floor beneath.
- D. A Facility Coordinator or authorized personnel will be assigned to unlock and secure the facility, answer questions, or adjust heating/air, and ensure cleanup procedures are followed.
- E. For large events (over 75 people), the group representative must have in place a team of people to properly maintain the restrooms and trash cleanup during the event. The church is not responsible for maintaining the facilities during the event. Our custodial service can be contracted individually for fees and availability.

#### X. Security Deposit and Janitorial Fee

- A. All groups and individuals are responsible for conducting their activities in a safe manner. Any and all damages to Church property shall be paid for and are the sole responsibility of the user.
- B. A security deposit will be required and fees charged at the discretion of the Board of Trustees.
- C. The Facility Coordinator will inform applicants of the need for a Janitorial Service and fee.

#### XI. Before Leaving the Facilities

- A. Put away any chairs and tables that you set up.
- B. Place all trash in the dumpster. All trash must be bagged and placed in the dumpster in the back parking lot. Do NOT leave trash inside.
- C. Close the door of each room you have used when the last person leaves. Close and lock all outside doors. Push or pull on doors from the outside to confirm they are locked.
- D. Promptly notify the Facility Coordinator if: (1) you are unable to close and lock the doors; (2) damage to the facilities or equipment occurs; or (3) a potentially hazardous situation develops.

## XII. Responsibilities

- A. The signer of the application for facility use is responsible for the actions of the user group at all times when they are on the church grounds. Promptly report damages to the building or equipment to the Facility Coordinator and submit a written, signed and dated note or letter. Full reimbursements must be made for damages caused by user groups.
- B. If the responsible person is unable to attend the event, an alternate person must be appointed and provided a copy of the Guidelines for Use of the MSUMC Facilities. The Facility Coordinator must be informed of this change.
- C. PLEASE stay in designated areas. Do not allow attendees to wander the building.

## XIII. Reservations of Rights

The MSUMC Pastor or Board of Trustees may amend, repeal or replace these guidelines at any time without notice. The MSUMC Pastor or Board of Trustees reserves the right to deny the use of the Church facilities for any non-church event for any reason or for no reason.

## **Kitchen Use Policy**

(Must be applied for on the application and approved.)

- A. The MSUMC kitchen is not allowed for preparing food for professional or commercial application.
- B. All persons or groups using the kitchen are expected to leave it in a clean, sanitary condition. (This includes stove, sinks, counter tops and floors.)
- C. Users must bring their own paper cups, plates, tableware, tablecloths, dishtowels, sponges, cleaning products, etc. **DO NOT USE THE KITCHEN ITEMS.**
- D. If special permissions were given to use any dishes, silverware, glassware or equipment, said items will be washed, dried and returned to their original location.
- E. Portable appliances (Grills, Toaster Ovens, etc.) are not to be used without prior permission from the Kitchen Manager.
- F. Hot items from the stove or oven must not be placed on counter tops without insulating protection beneath them.
- G. Trash disposal is the responsibility of the group using the facility. Trash containers are to be emptied and the liners replaced. All regular trash after being bagged must be placed inside the dumpster in the back parking lot.
- H. Commercial catering services must provide a copy of their Catering License to be kept on file in the church office, and may use the kitchen only as a Catering Kitchen in support of an event at MSUMC. Individuals providing such services are required to furnish their own supplies and utensils. They are permitted use of the stove, sinks, refrigerator and work surfaces. They are required to clean all equipment used.
- I. Do not use the dishwasher unless given permission by the Kitchen Manager and instructed in its operation.
- J. Do not use the stove unless given permission by the Kitchen Manager and instructed in its operation.
- K. Do not leave unused food in the refrigerator or freezer.
- L. Breakage of equipment must be reported immediately to the Kitchen Manager. Cost of the replacement or repair of broken items will be determined by the Kitchen Manager and is the responsibility of the group using the facilities.

## Safe Sanctuary Policy

(Must be applied when Children or Youth are in attendance at MSUMC.)

- A. **TWO ADULT RULE:** Two non-related supervising adults must always be present with groups of children except in emergency situations and where not reasonably feasible.
- B. **ALL THOSE SUPERVISING MUST BE AT LEAST FIVE YEARS OLDER** than the age of those in their care.
- C. **RATIOS OF ADULT/CHILD:**
  - 1:5 for elementary age
  - 1: 5-7 sixth through eighth grades
  - 1: 6-8 ninth through twelfth grades
- D. **VIEW WINDOWS/OPEN DOORS:** The preschoolers, children and students will be placed in rooms with view windows (in doors or walls), half doors or open doors for all teaching/learning activities. A “floater” or hall monitor may also be used to make frequent room and restroom checks.

Outside children or youth groups meeting in MSUMC facilities must review our Children’s Policy and agree to comply with all of the church’s safe sanctuary policies, provide their own background checks, and train their own leadership. Groups meeting in the church must bring a copy of these documents to the church office for filing. For a copy of these policies in full, please visit the church office.

## Wedding Use Policy

Thank you for considering the Monte Sano United Methodist Church (MSUMC) for your upcoming wedding. We trust and pray that God will reward you with a long and happy life together. Our Church complex is made up of several buildings along with a spacious parking area and beautiful surrounding landscapes. You can use all of it or just the areas you designate on the attached application. Our Pastor requires all couples receive pre-marital counseling. Should the wedding couple wish to have outside counseling, this must be discussed with the MSUMC Pastor prior to the approval of the wedding.

The Church may be made as festive and beautiful as possible; however, keep in mind that a church wedding is a service of worship and consecration, a religious ceremony and all planning and preparations should be made with this in mind.

Unless otherwise indicated we normally have an announcement of the upcoming event published in our church bulletin, if you wish to decline, please indicate this on the attached application.

Please carefully read our procedures and policies along with fees as outlined.

Once the attached application form and wedding party information sheet is complete, the applicant will contact the church office to set up a date/time to meet with the Pastor. At this time the applicants can tour the church campus. The Pastor will review the application and check the church calendar. The applicants will then be notified that the facilities are available and will be held for five days and guaranteed for their use upon receipt of a 50% deposit. The deposit is non-refundable and full payment is due 30 days prior to the planned event. **(No date will be guaranteed until the deposit is paid.)** We highly suggest that you have a Wedding Director who is a professional person familiar with your requests and can work with our church staff before and during the special day.

Contact:

Monte Sano United Methodist Church Office  
Pastor Dale Clem and Cindy Mull at 256-533-6083 or MSUMC@knology.net.

## Wedding Use Policy (Continued)

### DECORATIONS

- Flowers, palms, potted greenery and candelabra should not restrict view of altar/pulpit.
- There are no restrictions on the colors and these items should not block entrances and exits.
- NO THUMB TACKS OR TAPE should be applied to any surfaces.
- NO decorations are allowed on the altar other than cross, candles and flowers.
- Altar cloths should be used, either white or church seasonal color.
- Please arrange for removal of all items after the event.

### FURNISHINGS

- Pulpit may be moved but the altar needs to remain the central point.
- Any furniture moved must be replaced following the event.

MUSIC arranged by wedding party (*fees to be paid directly to suppliers*).

- Any music and musician may be used in the wedding, upon the approval of the officiating pastor.
- The church organ may be used at no charge. A list of suggested musicians can be obtained from the Facility Coordinator if needed.

### AUDIO/VIDEO

- Only authorized personnel are allowed to use MSUMC electronics/audio equipment. The Facility Coordinator will make this arrangement. Additional charges will apply.

### PHOTOGRAPHY

- No flash photography is allowed during the ceremony.

### OTHER

- NO alcohol, illegal or non-prescription drugs or smoking is allowed on the MSUMC premises.
- NO confetti is allowed either inside or outside the church (birdseed is suggested).
- NO rice is allowed inside the church.
- Rose petals are allowed if a runner is used down the center aisle. Artificial petals are allowed.

### CLEANUP

Custodial service will be arranged by the Facility Coordinator and fees will be assessed.

## FREQUENTLY ASKED QUESTIONS

Question: Can I donate the flowers to the church after the wedding?

Answer: YES - any items left after the ceremony will become the property of the MSUMC unless other arrangements are made ahead of time.

Question: Do I have to hire a Wedding Director?

Answer: We suggest you hire a Wedding Director who will understand how you want your special day to go. It is important to have someone that will direct the processional down the aisle, and ensure everyone is where they need to be. This is an option for you. Our Facility Coordinator only handles the church facilities.

Question: What is a Facilities Coordinator (FC)?

Answer: It is the responsibility of the FC to be the liaison between the wedding party and the church. They ensure the building is unlocked and relocked, and are present during the event for issues that arise. **The FC does not participate in any part of the wedding party activities.**

Question: Am I responsible for hiring the audio/visual person?

Answer: NO – The Facility Coordinator will assign this person.

Question: Am I responsible for hiring musicians?

Answer: Yes – We have some in our church membership, and the Facility Coordinator can help you find one if needed, but you will be responsible for paying them.

Question: Are we able to use the kitchens?

Answer: Yes - however you MUST abide by the rules/procedures in the policy handbook.

Question: What if I have a problem or question after church business hours?

Answer: Our wedding facility contact is: T or Phyllis Poe at 256-533-9230 or email [wyatt.poe@gmail.com](mailto:wyatt.poe@gmail.com) or [phyllis.poe@gmail.com](mailto:phyllis.poe@gmail.com).



**Application for Use of Monte Sano United Methodist Church Facilities**

To be completed after contacting the MSUMC Office regarding available dates and proposed purposes. Return this form to Monte Sano United Methodist Church (MSUMC), 601 Monte Sano Boulevard, Huntsville, AL 35801 256-533-6083

**Date(s) of Usage:** \_\_\_\_\_ **Time: From** \_\_\_\_\_ **to** \_\_\_\_\_

Applicant Name: \_\_\_\_\_ MSUMC Member Yes: \_\_\_ No: \_\_\_

Group/Organization or Event: \_\_\_\_\_ (Additional Wedding Info Sheet attached.)

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E mail: \_\_\_\_\_

*Please note: Only the responsible person or designated group representative may sign this application!*

\*Area Requested:  Sanctuary  Children’s Classroom(s)  Adult Classroom(s)  Prayer Chapel

Fellowship Hall  Large Kitchen  Nursery  Music Room

In Admin Building:  Youth Room  Small Kitchen  Library

Expected number of attendees: Adults \_\_\_\_\_ Children \_\_\_\_\_ Children’s Ages \_\_\_\_\_

Detailed description of use, specific needs and equipment required. (You may staple additional information as necessary.)

Additional Needs: (Please note each area requires special permission, and will be initialed upon approval.)

Use of Personal Multi-Media Equipment (i.e. disc jockey) Approval\_\_\_\_\_  
(Please explain in detail the equipment you will bring and any special setups you need to do.)

Use of the MSUMC sanctuary multi-media equipment Approval\_\_\_\_\_  
Name of Authorized Person Using Equipment: \_\_\_\_\_

Use of Kitchen Approval\_\_\_\_\_

Use of Small appliances (coffee makers, stove, dishwasher, refrigerator, etc.)? List needs. Approval\_\_\_\_\_

Any additional questions or comments?

\*On the back of this form, please include any equipment needs and any other pertinent information that will be helpful to the Board of Trustees when considering your application.

### Facility Request Application (Continued)

Fees to be determined by Trustees and Facility Coordinator.

Donation/Fee Schedule:	Member	Non-Member	Amount Owed
FACILITIES COORDINATOR	\$250	\$500	\$ _____
SANCTUARY	\$200/\$500 <small>(per hour/wedding)</small>	\$400/\$1000 <small>(per hour/ wedding)</small>	\$ _____
FELLOWSHIP HALL with KITCHEN USE <small>(per 4 hours) See attached kitchen use policy.</small>	\$300	\$600	\$ _____
FELLOWSHIP HALL ONLY (per 4 hours)	\$175	\$350	\$ _____
KITCHEN ONLY (per 4 hours)	\$100	\$200	\$ _____
PRAYER CHAPEL (Weddings No Addl. Charge)	\$40	\$80	\$ _____
CLASSROOMS (Weddings No Addl. Charge)	\$25	\$50	\$ _____
AUDIO/VISUAL EQUIPMENT (to be determined)			\$ _____
NURSERY/CHILD CARE (to be determined)			\$ _____
ADDITIONAL CLEANING FEE (to be determined)			\$ _____
Other: _____			

Total Amount Due: \$ \_\_\_\_\_

50% Non-Refundable Deposit: \$ \_\_\_\_\_

*The undersigned agrees to abide by the conditions and rules set forth in the Guidelines for Use of Monte Sano United Methodist Church Facilities. Upon approval and prior to the event, the applicant will pay the appropriate fee for use of the Monte Sano United Methodist (MSUMC) facilities. All safety and fire laws will be observed. All furnishings and fixtures will be moved back to their original place. The undersigned will indemnify and hold MSUMC harmless from any and all claims, damages, liabilities or judgments, including costs and attorney fees that may arise as a result of the applicant's use of the facilities. The undersigned will assume responsibility for damage, loss or other liability arising from the use or misuse of the facilities. MSUMC will be named as an additional insured on the applicant's liability insurance policy, if requested. If problems or conflicts occur, MSUMC reserves the right to limit or terminate the use privileges of the above named group of individual(s).*

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

(Print your name): \_\_\_\_\_

Name of Group: \_\_\_\_\_ Position in Group: \_\_\_\_\_

For Office Use Only	
Application Received: _____	Approval: _____ Date _____
Deposit to Accounting: _____	Facility Coordinator Assigned: _____

## WEDDING PARTY INFORMATION

WEDDING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REHEARSAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Bride Name: \_\_\_\_\_

Bride Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Bride Phone(s): \_\_\_\_\_ E mail: \_\_\_\_\_

Groom Name: \_\_\_\_\_

Groom Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Groom Phone(s): \_\_\_\_\_ E mail: \_\_\_\_\_

Family Member Contact: \_\_\_\_\_

Relationship to Couple: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Officiating Minister Name: \_\_\_\_\_ Church: \_\_\_\_\_

Church Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Church Phone(s): \_\_\_\_\_ E mail: \_\_\_\_\_

Wedding Director Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_ E mail: \_\_\_\_\_

Other Information: (for church use only):

Music/Musicians: \_\_\_\_\_

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

Use of Fellowship Hall

\_\_\_\_\_ Rehearsal Dinner      Caterer: \_\_\_\_\_

\_\_\_\_\_ Wedding Reception      Caterer: \_\_\_\_\_