
Wayne United Methodist Church

Facility Rental Policy

Wayne United Methodist Church is available for use and rental for programs/activities by both church members and non-members. The following guidelines have been developed to assure appropriate and consistent utilization.

All persons applying for use of the facility must be at least 21 years of age.

WAYNE UNITED METHODIST CHURCH (WUMC) DISCLAIMS ALL RESPONSIBILITY FOR AND DOES NOT INSURE LEASEE'S PROPERTY. THE LEASEE ASSUMES ALL RISK OF LOSS OR DAMAGE TO LEASEE'S PROPERTY, AS WELL AS ANY PROPERTY ON CONSIGNMENT OR ENTRUSTED TO LEASEE, ARISING FROM ANY CAUSE WHATSOEVER, INCLUDING WITH OUR LIMITATION, DAMAGE OR LOSS BY THEFT.

All lessee organizations/businesses must provide a certificate of insurance. These insurance certificates shall be in the possession of the Wayne United Methodist Church office no later than thirty (30) days prior to the date of the event. Failure to comply with this rule may result in denial of use of the facility.

1. Arrangements

- a) All arrangements for use of the building are to be made with the office at 610-688-5650.
- b) If your event is scheduled for Fellowship Hall, please complete the form found on Page 6 of this document. Indicate the locations for tables and chairs on the drawing. This form must be presented to and approved by the WUMC office prior to the event.
- c) Reservations are not final until a signed copy of this document and a security deposit for \$100 are received by the WUMC Office and a date is confirmed on the WUMC Calendar of Events.
- d) After your reservation is confirmed by the office, the remaining balance for your reservation must be paid within 10 calendar days.
- e) Any charges for additional services during your event must be paid for at the conclusion of your event.
- f) Checks should be made payable to *Wayne United Methodist Church* and, in the memo section, please note the date of your event.

2. Supervision

- a) For all church youth activities involving use of the church building, at least one member of WUMC's youth ministry staff, plus such other adults as are needed to assure safety of the participants and protection of the property, will be on hand to supervise the activity until the conclusion of the activity and exit of all youth from the building.

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- b) WUMC reserves the right to eject anyone who is deemed by its representatives to be conducting him or herself in a disorderly manner.
3. Activities, Equipment and Decor
- a) Insurance Letter needed for all caterers and large outside businesses.
 - b) Church tables and chairs will be used in lieu of bringing furniture in and out of the building.
 - c) Outside groups must supply their own linens.
 - d) Decorations will not be affixed to walls, doors, wainscoting, ceilings, light fixtures, carpeting or other finished surfaces of the rooms.
 - e) Only dripless candles may be used and only on tables.
 - f) The sound systems may be used only with prior clearance and with skilled supervision by a member of the church.
 - g) Smoking is not permitted in church buildings.
 - h) Alcoholic beverages are not permitted in church buildings or on church property.
4. Use of Kitchen
- a) If the kitchen is used, it must be left in good, orderly condition. Wipe down all counters and sink areas.
 - b) Bag **ALL** garbage and debris in bags provided by WUMC and remove all garbage, bottles, etc. from the building. Place **ALL** garbage in the trash dumpster. Place all recyclable materials in the Recycling dumpster.
 - c) **ALL** dishes, utensils used are to be cleaned, dried, and returned to their proper places. **DO NOT** leave them in the dishwasher or on the counters.
 - d) If church fine china dishes, silverware, glassware, and/or pots and pans are needed for the event, please arrange with the church office for use and rental costs.
 - e) Cooking and refrigeration facilities are not always available.
 - f) Lessees may not use outside grills.
 - g) If the floor needs to be mopped, please contact the office.
5. The following are strictly prohibited!
- a) Alcoholic beverages on church property.
 - b) Smoking in church buildings.
 - c) Throwing of rice, birdseed, confetti, flower petals, or other substances.
 - d) Sparklers or other fireworks.
 - e) Bands or music outside the buildings, by non-church members.
 - f) Cookout fires.
 - g) Glitter on any surface.
 - h) Bringing in furniture.
 - i) Parking on the grass.
 - j) Food or drinks in the Sanctuary.

- 6. Maximum capacity for the Sanctuary is approximately 300 persons.
Maximum capacity for the Fellowship Hall, for a reception or seated dinner, is 150 persons.
Maximum capacity for the Parlor is 30 persons.
Maximum capacity for any Classroom is dependent on the size of the classroom.
- 7. Rental of any part of the facility does not guarantee parking.
- 8. It is the Renters responsibility to contact the Radnor Township offices to have parking meters covered if special parking needs are required.
- 9. The fee for the Sexton or church representative in the role of Sexton is for the first three hours. Each additional hour or partial hour will be charged at a rate of \$100 per hour. Additionally, the Sexton or church representative in the role of Sexton must be present for the duration of the engagement.
- 11. WUMC reserves the right to change or modify these rules at anytime.

I have read and will be responsible for insuring that these rules are followed, and will be responsible for any damages to WUMC property that may occur during this event.

Lessee Signature

Date

Please sign, date and return.

Wayne United Methodist Church
210 South Wayne Avenue
Wayne, PA 19087

Attachment: Rental Price Schedule

- Page 4 for WUMC Members
- Page 5 for Non-Members
- Page 6 for Fellowship Hall Setup Diagram

Reservations are not final until a signed copy of this document and a deposit for \$100 are received by the WUMC Office and a date is confirmed on the WUMC Calendar of Events.

WAYNE UMC FACILITY RENTAL REQUEST

WUMC MEMBERS

CONTACT NAME: _____

EVENT DATE: _____

PHONE NUMBER: _____

SUBMITTED DATE: _____

APPROX. # OF ATTENDEES: _____

APPROVED DATE: _____

TYPE OF EVENT: _____

APPROVED BY: _____

✓	Description	✓	Description
	Sanctuary – General Use \$300 General Use \$250 Sexton Fee – First 3 Hours*		Clergy Honorarium
	Sanctuary – Wedding \$300 Wedding Use \$250 Sexton Fee – First 3 Hours *		Candlelight Service \$35
	Sanctuary – Funeral \$300 Funeral Use \$125 Sexton Fee – First 3 Hours *		Candles \$20
	Parlor – General Use \$50 - If serving food \$25 – Without food \$125 Sexton Fee – First 3 Hours *		Light Stained Glass Window \$35
	Fellowship Hall – General Use Includes 5 Tables/50 Chairs \$125 General Use \$125 Sexton Fee – First 3 Hours*		Organist \$250
	Fellowship Hall – Wedding Includes 5 Tables/50 Chairs \$300 Wedding Use \$125 Sexton Fee – First 3 Hours*		Additional Tables & Chairs \$8 per Table – Specify # of Tables _____ \$1 per Chair – Specify # of Chairs _____
	Kitchen - Fellowship Hall Snacks & Drinks \$25 Kitchen Use \$125 Sexton Fee – First 3 Hours*		Classroom Rental – Daytime \$10 Classroom \$30 Sexton Fee
	Kitchen - Fellowship Hall All other functions \$100 Kitchen Use \$125 Sexton Fee – First 3 Hours*		Classroom Rental – Nighttime \$10 Classroom \$50 Sexton Fee

TOTAL AMOUNT DUE: _____

TOTAL PAID & CK# : _____

TOTAL PAID & CK# : _____

Checks should be made payable to *Wayne United Methodist Church*.

In the memo section, please note the date of your event.

* Sexton Fee is for first 3 hours. Each additional hour or part of an hour, will be charged at a rate of \$100 per hour.

WAYNE UMC FACILITY RENTAL REQUEST NON MEMBERS

CONTACT NAME: _____

EVENT DATE: _____

PHONE NUMBER: _____

SUBMITTED DATE: _____

APPROX. # OF ATTENDEES: _____

APPROVED DATE: _____

TYPE OF EVENT: _____

APPROVED BY: _____

✓	Description	✓	Description
	Sanctuary – General Use \$300 General Use \$300 Sexton Fee – First 3 Hours*		Clergy \$400
	Sanctuary – Wedding \$300 Wedding Use \$300 Sexton Fee – First 3 Hours *		Candlelight Service \$35
	Sanctuary – Funeral \$300 Funeral Use \$300 Sexton Fee – First 3 Hours *		Candles \$20
	Parlor – General Use \$50 - If serving food \$25 – Without food \$125 Sexton Fee – First 3 Hours *		Light Stained Glass Window \$35
	Fellowship Hall – General Use Includes 5 Tables/50 Chairs \$250 General Use \$125 Sexton Fee – First 3 Hours*		Organist \$250
	Fellowship Hall – Wedding Includes 5 Tables/50 Chairs \$300 Wedding Use \$125 Sexton Fee – First 3 Hours*		Additional Tables & Chairs \$8 per Table – Specify # of Tables _____ \$1 per Chair – Specify # of Chairs _____
	Kitchen - Fellowship Hall Snacks & Drinks \$25 Kitchen Use \$125 Sexton Fee – First 3 Hours*		Classroom Rental – Daytime \$30 Classroom \$30 Sexton Fee
	Kitchen - Fellowship Hall All other functions \$100 Kitchen Use \$125 Sexton Fee – First 3 Hours*		Classroom Rental – Nighttime \$30 Classroom \$50 Sexton Fee

TOTAL AMOUNT DUE: _____

TOTAL PAID & CK# : _____

TOTAL PAID & CK# : _____

Checks should be made payable to *Wayne United Methodist Church*.

In the memo section, please note the date of your event.

* Sexton Fee is for first 3 hours. Each additional hour or part of an hour, will be charged at a rate of \$100 per hour.

FELLOWSHIP HALL SETUP DIAGRAM

Please indicate the location and position of all tables and chairs required for your event.

