

# Saugerties United Methodist Church

67 Washington Avenue, Saugerties, NY 12477

## Fees for Use of Church Facilities

**The Saugerties United Methodist Church requires certain fees be paid when church facilities are used for non-church functions.**

### **Fees are as follows:**

#### **Non-Members:**

Use of the building(s): Sanctuary: \$200 + \$100 deposit  
Fellowship Hall: \$150 (4 hours)  
Classrooms: \$20  
Lounge: \$50  
Kitchen: \$100

*\*Renter is required to furnish his own paper plates, cups, napkins, utensils, condiments, and garbage bags.*

#### **Active Members:**

Use of the building(s): Sanctuary: \$100 + \$100 deposit  
Fellowship Hall: \$75  
Classrooms: \$10  
Lounge: \$25  
Kitchen: \$50

*\*Members are required to furnish his own paper plates, cups, napkins, utensils, condiments, and garbage bags.*

#### **Active Members and Non-Members:**

\*Deposits are required to hold the church upon approval of the selected date (application required).

\*Deposits are refundable after inspection of facilities. If it is necessary to employ a custodian's assistance in cleaning after an event, the amount of the custodian's fee will be taken from the initial deposit, with the remainder being refunded.

\*You are responsible for lights, restrooms, heating/air, and locked doors in the entire building, not just what your party used.

\*On the application, be very clear about the time you will be using the facilities (set-up/clean up) to avoid overlapping if another event is scheduled after your event.

\*Use of building is subject to approval; all church-wide events preempt private events.

**Funerals: Non Member \$100.00 Fee      Active Member No fee required**

#### **Weddings: Upon approval of Wedding by Pastor Only (calendar application required)**

Non-Member: Sanctuary \$300 + \$100 deposit (*includes Friday rehearsal*)

Active Member: Sanctuary \$100 refundable deposit required

Sound Tech: Fees to be agreed upon by musicians/sound tech and the wedding party.

# Request Form for Reserving Space

Today's Date: \_\_\_\_\_ Reservation Date: \_\_\_\_\_

Person Making Request \_\_\_\_\_ Are you an Active Church Member? \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Activity/Group Name: \_\_\_\_\_

Activity Begins (time): \_\_\_\_\_ Activity Ends (time): \_\_\_\_\_

Set up Begins (time): \_\_\_\_\_ Clean Up Ends (time): \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Event Contact Person: \_\_\_\_\_ Cell phone # \_\_\_\_\_

## Space Being Requested:

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Fellowship Hall

\_\_\_\_\_ Sanctuary

\_\_\_\_\_ Classroom #12 \_\_\_\_\_; #17 \_\_\_\_\_; Lounge \_\_\_\_\_;

Total due for utility fee/deposit (please see reverse page) \$ \_\_\_\_\_

I understand that this fee/deposit is for space ONLY. I will supply my own plates, cups, utensils, paper products, and condiments.

Signature and date: \_\_\_\_\_

Additional Information: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Date request received: \_\_\_\_\_ Approved by: \_\_\_\_\_

Confirmation sent: \_\_\_\_\_ via: \_\_\_\_\_ Phone Call \_\_\_\_\_ Voice Mail \_\_\_\_\_ E-mail

Use Fee/deposit Paid \$ \_\_\_\_\_ Date received \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Added to Church Calendar on \_\_\_\_\_

Notes: \_\_\_\_\_

Facility inspection by \_\_\_\_\_ Deposit amount to be refunded \$ \_\_\_\_\_

Notes: \_\_\_\_\_

Date deposit refunded \_\_\_\_\_ check # \_\_\_\_\_