

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 and cover a 4-hour period; longer than that fees are doubled.

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

Everyone renting the building will pay a \$100 refundable deposit:

Non-Members:

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

Active Members:

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

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 (*includes Friday rehearsal*)

Active Member: Sanctuary – no fee 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 # _____