



# Urbana First

UNITED METHODIST CHURCH

## Building Use

Policy 2.0

### Our Mission

Helping people to get connected  
to our Lord and Savior, Jesus Christ;  
to one another; and the community!

304 South Race Street  
Urbana, Illinois 61801  
(217)-367-8384 – [office@urbanafirstmethodist.org](mailto:office@urbanafirstmethodist.org)

## INTRODUCTION

The primary purpose of Urbana First United Methodist Church is to carry out the ministries of the local church. Urbana First Church has an active ministry to children, youth, adults, and senior adults. The music program of the church is one of the finest in the area. Our programs and our people are the top priority when it comes to the use of our church facility. However, Urbana First still wishes to expand its outreach into the community by offering the use of its facilities.

Building use activities fall under the jurisdiction of the Board of Trustees which manages the use of building facilities. No commitment for building use is finalized until the Room Use Agreement has been completed and executed by the Board of Trustees or its designee.

Urbana First Church has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Availability for ongoing usage is limited, but can be considered. Our first priority is for the program and membership needs of Urbana First Church. Lesser use priorities are for nonprofit groups that are supported by the church, then (2) other nonprofit organizations, and finally (3) other for-profit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Urbana First Church. No activities or advocacy may take place within our buildings or grounds that conflicts with the policies and the practices of Urbana First Church and The United Methodist Church.

Included in this guide are the following:

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## STEPS TO FACILITY USE SCHEDULING

- 1) Please contact the Church Office to confirm that the date and time for the requested room use is available. (Availability of the date and time does not reserve that date and time until the Trustees approve the Room Use Agreement. Do not expect the Church Office to determine the applicable fee. The applicable fee will be determined by the Trustees upon their approval of the Room Use Agreement as outlined below.)
- 2) Fill out a Room Use Agreement. One is included in this guide or you may obtain one from the church office or at our website: [www.urbanafirstmethodist.org](http://www.urbanafirstmethodist.org)
- 3) Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- 4) Return the completed Room Use Agreement to the Church Office at least 3 weeks in advance of the event. The Board of Trustees will then evaluate your request and you will be notified if it is approved or not approved.
- 5) After approval, applicable fees are due at the Church Office at least 1 week prior to the event.

To reserve a date and time for more than 3 weeks in advance, a \$15 "Reserve the Date Fee" is due upon Room Use Agreement approval. This fee will be applied towards the applicable room use fee. This fee is non-refundable except as noted in the Cancellation Policy below.

### CANCELLATION POLICY

In the case of the cancellation of a scheduled facility usage, the responsible party should notify the church office in writing or via e-mail as soon as possible. Refund of the Facility Usage Fee amount will depend on the following:

- With two (2) weeks or more notice of cancellation - refund of the full fee minus the non-refundable Reserve the Date fee.
- With less than (2) weeks, but more than one (1) week notice of cancellation - refund of 75% of the full fee minus the non-refundable Reserve the Date fee.
- With less than one (1) week notice of cancellation - refund of 50% of the full fee minus the non-refundable Reserve the Date fee.
- A cancellation caused by severe weather as noted by the Severe Weather Center - refund of the full fee.
- A cancellation determined by Urbana First United Methodist Church - refund of the full fee.

For security purposes and to cover any additional charges over and above the original contracted fee, (breakage, additional usage time, etc.), a valid credit card number from the Responsible Party must be included with the Room Use Agreement.

### FEES FOR FACILITY USAGE\*

Please note the fee schedule below. Also, be sure to review the Impact Fee schedule following the basic fee table. (Please see separate policy and fee schedule for Weddings.)

**Type A:** Non-profit educational and other activities that are considered an extension of our ministry as evidenced either by our financial support or annual application through our Church Council. Federal ID Number is required.

**Type B:** Civic and service activities, including musical groups, service clubs, fraternal organizations, etc.

**Type C:** For-profit organizations, Non- member receptions, and other one-time Special Events

ROOM	TYPE A	TYPE B	TYPE C
Sanctuary - 550 people max.	\$225	\$275	\$325
Great Room (Social Hall) - 200 people max.	\$175	\$225	\$275
Great Room & Kitchen - with specific approval of the Board of Trustees only	\$225	\$275	\$325
Divided Third Floor Meeting Room - 15 people max.	\$20	\$30	\$40
Meeting/ Classroom Room - 30 people max.	\$25	\$35	\$45
Atherton Chapel (w/ Kitchenette) - 50 people max.	\$30	\$40	\$50
Divided Third Floor Classroom - 15 people max w/ Kitchenette	\$25	\$35	\$45
Third Floor / Office area Classroom - 30 people max w/ Kitchenette in Parlor	\$35	\$45	\$55

\* - pricing is subject to change

#### **Fees are based on a minimum of one segment of time:**

- Morning (8:00 am – 12:00 pm)
- Afternoon (1:00 pm – 5:00 pm)
- Evening (5:30 pm – 9:00 pm)
- Any additional time taken over and above the contracted time segment will be prorated and charged at the applicable rate.

#### **Janitorial/Setup Fee for Great Room\***

# of People	1 – 50	51 – 100	100+
Minimal Set Up	\$25	\$50	\$80

\*A Janitorial/Set Up fee is charged at the discretion of the Board of Trustees taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, fees may be in excess of these guideline amounts.

## SPECIAL REQUIREMENTS AND FEES FOR EVENTS

“Events” are defined as those room use activities where more than 200 people are in attendance or are anticipated to be in attendance.

At the time of the approval of the Room Use Agreement by the UFUMC Board of Trustees, a pre-event meeting should be scheduled between the Trustees or their representative and the person/s responsible for the event. (It is recommended that the signer of the Room Use Agreement attend this meeting.) The purpose of the meeting is to discuss, coordinate, and finalize arrangements for room set up, parking plan, crowd control, and overall event safety.

When planning the event please include the following considerations:

- **To comply with fire code occupancy requirements, no more than 480 tickets should be printed and sold. This maximum number may be reduced by UFUMC depending on the event room setup arrangement.** The final maximum number will be reviewed at the pre-event meeting.
- **Maximum occupancy of the Sanctuary is 550. Maximum occupancy of the Great Hall is 200. These maximum numbers may be reduced by UFUMC depending on the event room setup arrangement.**
- If more than 550 people are expected to attend a sanctuary event, UFUMC recommends a 2-tier admission pricing structure to accommodate those who will have to be seated outside the Sanctuary in the Great Hall where there will be less comfortable seating, NO VIEW IN THE SANCTUARY and reduced acoustical qualities.
- **If more than 550 people are expected, 3 UFUMC supplied parking lot attendants are required at fee of \$60.**
- To comply with fire code occupancy requirements, if the event is to be either an “admission collected at the door” or “no admission fee”, UFUMC will control the maximum number of event attendees, based on fire code occupancy requirements and the event room setup arrangement.

### **Special Fee Schedule for Events**

“Events” are defined as those room use activities where more than 200 people are in attendance or are anticipated to be in attendance.

There are 2 types of events: (1) those activities that require the use of the Sanctuary and the Great Hall, and (2) those activities that only require the use of the Great Hall. (Any sanctuary event that will have over 550 attendees will also require the use of the Great Hall.)

Room	Type A	Type B	Type C
<b>*Sanctuary &amp; Great Room</b>	\$725	\$875	\$925
<b>**Great Room</b> (Social Hall) - 200 people max.	\$175	\$225	\$275

Includes: 1 pre-event, 3-hour Sanctuary practice session; Sanctuary & Great Room setup; and the use of up to 2 meeting rooms during the event.

**\*\*** Includes: Great Room setup

### LONG-TERM FACILITY USAGE

"Long-Term Facility Usage" is defined as a Room Use Agreement where four (4) or more usages are scheduled for the same activity, the same facility, with a committed schedule under the same Agreement terms. Facility Usage Fees will receive a discount of twenty five percent (25%) for Long-Term Facility Usage Room Use Agreements. Long Term Facility Usage Agreements may extend for a term of one (1) year. (Janitorial/Setup Fees are not discounted for Long-Term Facility Usage Room Use Agreements.)

### NON-VIOLENT PHYSICAL EXERCISE CLASSES

The fee for the use of the Great Room for each non-violent physical exercise class will be fifty dollars (\$50) per use, plus any applicable impact fee. There is no discount for long-term facility usage for exercise classes.

### OVERNIGHT EVENTS

Room Use Agreements that propose to include overnight scheduling will be considered and approved by the Trustees on a case-by-case basis. Fees for each overnight agreement will be based on the fee schedules above, but will be adjusted based on the types of activities involved and the facilities that will be used.

## **RULES AND REGULATIONS OF THE BOARD OF TRUSTEES**

### **Breakage**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Application for Use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the UFUMC Board of Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

### **Room Setups**

All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by the Board of Trustees and are considered in the calculation of Impact Fees noted above.

### **Organ & Piano Use**

Permission to use the organ or piano must be granted by the UFUMC Director of Music. If the user wishes to have instruments tuned, a craftsman approved by the UFUMC Director of Music or Organist will tune them at the user's expense. Pianos cannot be moved except with permission from the Director of Music or the Board of Trustees.

### **Sanctuary Furniture**

Sanctuary furniture cannot be moved except by permission of the Board of Trustees (this also applies to the chancel furniture.)

### **Sanctuary Sound and/or Video System**

The Sanctuary sound reinforcement or video recording systems may be made available upon request. The systems may only be operated by the UFUMC sanctuary systems technicians (at a cost of \$50 per event) or by technicians pre-approved by the Board of Trustees. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

### **Smoking Policy**

All members of all groups using our facilities shall abide at all times by a "no smoking" rule on church property. Violation of this rule is sufficient grounds for a church staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

### **Alcohol Policy**

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

### **No Games of Chance**

Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

### **Supervision of Children & Youth**

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- Please Review the Churches safe Sanctuary Policy.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.

**Any questions regarding this policy should be directed to the pastor or Board of Trustees.**

### **Nursery Use**

The nursery facility may be made available by arrangement at least 2 weeks prior to the event by contacting the UFUMC Nursery Committee through the church office. Our UFUMC Safe Sanctuary policy requires that two UFUMC approved nursery care providers must be present to operate the nursery. At least one of these must be a First Urbana Church qualified caregiver. Both must be adults over the age of 18. Without prior arrangements having been made as outlined above, the Nursery will remain closed and unused during the Room Use Agreement period.

Note: Price and Payment of fees is made directly with the Daycare Staff here at the Church.

### **Food & Drink**

No food or drink is allowed in the Sanctuary except for plain water. All other food and drink requires approval in advance as noted in the Room Use Agreement.

### **Decorations**

All decorations require prior approval of the Board of Trustees or their designee. Decorations may only be attached to wooden trim and wooden doors with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event. Helium filled balloons are not permitted inside the main sanctuary.

### **Starting Dates & Ending Times**

- Monday through Saturday: 8:00 am to 9:00 pm
- Sunday: 2:00 pm to 9:30 pm

The building must be completely cleared no later than 9:00 pm to allow the building to be closed promptly. Exceptions to these times must be approved in advance by the Board of Trustees and may be subject to a custodial surcharge.

### **Recycling**

Recycling is a policy of our church. As a part of that policy, no Styrofoam cups, bowls, plates or other Styrofoam articles are to be used by anyone at the church. Receptacles for recycling plastic, glass, tin, aluminum, and paper will be available. Every organization is responsible for complying with this policy.

### **Storage**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

### **Bicycles & Skateboards**

No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.

### **Parking**

Parking at Urbana first is limited. The city of Urbana has paid and a parking garage within walking distance to the Church. Also, the Lincoln Square Mall allows free parking for evening events. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

### **Event Parking**

A special plan for parking during events will be reviewed at the church staff (see above, "Special Requirements for Events").

### **Security**

Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

### **Final Decisions**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Board of Trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the Board of Trustees' directions or forfeit immediately the use of any part of the facility.

Arrangements for access into the church facility will be made upon approval of the Room Use Agreement. If required, one access key will be loaned to the Responsible Party during the scheduled facility usage. The key should be returned to the church office upon completion of the facility usage. There is a \$20 deposit required for use of the door key that will be refunded upon return of the key. **The loss of a Key will require the person to pay for the cost of rekeying the Church of \$800.00 dollars.**

### **EMERGENCY SCHEDULING CONFLICTS**

**UFUMC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals.** Notice will be provided as early as possible. In this case, a full refund will be made to the renting organization.

**ROOM USE AGREEMENT**

Urbana First United Methodist Church  
304 South Race Street, Urbana, Illinois 61801  
(217)367-8384 — office@urbanafirstmethodist.org

**PLEASE COMPLETE ENTIRE FORM:**

Date of Request: \_\_\_\_\_

Name of Organization:  
\_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Non-Profit? \_\_\_\_\_ If yes, Federal ID No. \_\_\_\_\_ - \_\_\_\_\_

Address:  
\_\_\_\_\_

Organization Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Organization's Purpose/Mission:  
\_\_\_\_\_

Event Name and Description:  
\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*(Dates may not be scheduled more than twelve (12) months in advance, except with specific Board of Trustees permission.)*

Will the event be recurring?

\_\_\_\_\_ One Time \_\_\_\_\_ Once a Week \_\_\_\_\_ Once a Month \_\_\_\_\_ Weekly - Multiple Days

\_\_\_\_\_ Which day of the week? (circle one)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

\_\_\_\_\_ Meeting Room (15 people max.)

\_\_\_\_\_ Meeting Room (30 people max.)

\_\_\_\_\_ Atherton Chapel / Meeting Room (w/ Kitchenette – 50 people max.)

\_\_\_\_\_ Classroom (w/ Kitchenette – 15 people max.)

\_\_\_\_\_ Classroom (w/ Kitchenette – 30 people max.)

\_\_\_\_\_ Great Room (Social Hall)

\_\_\_\_\_ Great Room & Kitchen (Available only by special arrangement with the Board of Trustees)

\_\_\_\_\_ Sanctuary (550 people max.)

\_\_\_\_\_ Nursery (Available only by special arrangement with the UFUMC Nursery/Children's Committee)

Anticipated Number of Attendees:

Will an admission fee be charged? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will tickets be sold? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will food or drink be consumed? \_\_\_\_\_ Yes \_\_\_\_\_ No

I/we have read and understand the "UFUMC Building Use Policy" and the "Rules and Regulations of the Board of Trustees". Please initial here: \_\_\_\_\_

**Special Needs or Requests:**

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**Setup Instructions:**

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**RELEASE & INDEMNITY AGREEMENT**

This Release and Indemnity Agreement is between the above-named organization (“Organization”) and Urbana First United Methodist Church of Urbana, Illinois (“Church”).

**Recitals**

- The church is the owner of the real property and improvements located at 304 South Race Street, Urbana, Illinois (“Property”).
- The Organization desires to use the Property described above for meetings and/or other activities.
- **Due to the commitment of UFUMC to support the University of Illinois students we can offer discounted rates for Students who demonstrate a true hardship, determined by our Pastor.**

**Agreement**

NOW THEREFORE in consideration of this church permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

- 1) The Organization hereby releases, discharges, and covenants not to sue the church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization's use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against the Church or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization's use of the Property, the Organization will indemnify, defend and hold the Church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
- 2) The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, the Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under the Organization's general liability policy.

**ACCEPTANCE OF RESPONSIBILITY**

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that the Church Property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release & Indemnity Agreement.

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 VISA/MasterCard Number (REQUIRED): \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_

**FOR OFFICE USE ONLY**

ROOM USE CATEGORY: \_\_\_\_\_

Request: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Agreed Upon Fees:

\$ \_\_\_\_\_ Room/s

\$ \_\_\_\_\_ Janitorial/Setup Fee

\$ \_\_\_\_\_ Door Key Deposit

\$ \_\_\_\_\_ Reserve the Date Fee

\$ \_\_\_\_\_ Audio/Visual (separate check, please)

**\$ \_\_\_\_\_ TOTAL**

- \$ \_\_\_\_\_ Minus applicable discount @ \_\_\_\_\_ %

**\$ \_\_\_\_\_ ADJUSTED TOTAL**

**WEDDING INFORMATION AGREEMENT (ADENDUM)**

This Wedding Ceremony Agreement Contract shall be in the form of an offer, or application, from the Applicant to Urbana First United Methodist Church hereafter known as UFUMC for the use of the herein described premises on the date and time requested and for the purpose identified. The agreement shall not become binding upon UFUMC until accepted by an authorized member of the Board of Trustees or the Pastor of UFUMC. Upon acceptance and written notification of acceptance to you, the agreement shall become an agreement contract between the Applicant (Renter) and UFUMC. I (we), the undersigned, hereby apply for the use of UFUMC, for the time and purpose below:

**AGREEMENT CONTRACT**

Wedding Package & Services Included for Selected Wedding Ceremony Locations

**Rental Costs for Members to Be Married at UFUMC**

***SANCTUARY Wedding Includes:***

- Library for Bride & Bridesmaids
- Room for Groom, Groomsmen, & Ushers
- Parlor for Guest Minister only
- Candelabra, Unity Candle, & Kneeling Bench
- Services of the Audio Technician, Custodian, Security, and Wedding Coordinator

2 Hour Minimum for the Rehearsal Day and 2 Hour Minimum for the Wedding Day .....\$500

***SMALL CHAPEL Wedding:***

2 Hour Minimum for the Wedding Day ..... \$100

***COURTYARD Wedding:***

South West Corner of the Church – 2 Hour Minimum for the Wedding Day ..... \$250

**Rental Costs for Non-Members to Be Married at UFUMC**

***SANCTUARY Wedding Includes:***

- Library for Bride & Bridesmaids
- Room for Groom, Groomsmen, & Ushers
- Parlor for Guest Minister only
- Candelabra, Unity Candle, & Kneeling Bench
- Services of the Audio Technician, Custodian, Security, and Wedding Coordinator

2 Hour Minimum for the Rehearsal Day and 2 Hour Minimum for the Wedding Day ..... \$700

***SMALL CHAPEL Wedding:***

2 Hour Minimum for the Wedding Day .....\$200

***COURTYARD Wedding:***

South West Corner of the Church – 2 Hour Minimum for the Wedding Day ..... \$450

- 1) **ENTIRE AGREEMENT:** This agreement contains the understanding between URBANA FIRST UNITED METHODIST CHURCH hereafter known as UFUMC and the APPLICANT. It supersedes all prior and simultaneous agreements between the parties. The only way to change or add to this agreement is to do so in writing, and providing the document is signed by all the relevant parties.
- 2) **RESERVATION:** Upon your signature, UFUMC will reserve the time and date agreed upon, and will not make other reservations for that time and date. For this reason, the reservation security deposit is non-refundable, even if the date is changed or the wedding cancelled for any reason. The security deposit is applied towards the contracted rental fee wedding package. The Applicant understands and agrees that the entire amount owed for the Wedding Ceremony Package described in this contract is due one month before the agreed to date and time of the Wedding Ceremony.
- 3) **SECURITY DEPOSIT & PAYMENT OF FEES:** The Applicant shall pay the required amount to UFUMC as a security deposit to (1) reserve UFUMC on the agreed date and time, and (2) to provide a guaranty against loss, damage, or breakage resulting from actions of the Applicant or the Applicant's agents, employees, or guests. The total cost of any loss, repair, or replacement will be assumed by the Applicant. The security deposit is non-refundable should the event be cancelled for any reason within 30 days of the reserved date. The security deposit is \$200 for a Sanctuary wedding ceremony rental and \$100 for Small Chapel and Courtyard wedding ceremony rentals. This deposit is applicable to the TOTAL COST of the function and is NONREFUNDABLE upon cancellation.
  - The security deposit must be paid in full at the time of the rental agreement reservation. The total rental fee must be paid one month (30 days) prior to the date of the rental.
- 4) **FACILITY USE AND RESTRICTIONS:** The Sanctuary, Small Chapel, Courtyard and its accompanying conference rooms are rented on an "as is" basis. UFUMC provides for the care and maintenance of the buildings and guarantees its condition on the day of rental. Applicants may not undertake advance interior house cleaning or moving of furniture or fixtures and/or equipment. Applicants may not undertake physical alterations to the facility without the expressed, written consent of UFUMC.
  - a) NO SMOKING is allowed inside or outside of the immediate area of UFUMC.
  - b) NO bird seed, rice, or any other type confetti may be thrown inside or outside of the building.
  - c) NO amplified music may be located or played outside of the building without the permission of UFUMC.
  - d) NO moving or re-arrangement of UFUMC furniture, equipment, or interior decorations by the Applicant.
  - e) NO balloons, lighted candles, fires, or flames of any type permitted inside or outside of the building.
  - f) NO use of nails on walls, adhesive tape on wallpapered surfaces and/or furniture, and decorating wires on wood surfaces. Only the use of masking tape is permissible.
  - g) ALL EVENING rental activity must be completed no later than 9:00 pm. In the event of rental agreements exceeding 9:00 pm, the complete security deposit will be used to cover all related costs to UFUMC.
  - h) NO alcoholic beverages are allowed on the church premises. UFUMC does allow the use of champagne and/or wine only.
- 5) **FOOD & BEVERAGES:** All food and beverages are to be confined to the rental areas. UFUMC does provide for food and beverage services. Any catering service required by the Applicant must

be provided by the professional caterers approved by UFUMC. No outside catering service is allowed at UFUMC without proper licenses..

- 6) **CANCELLATION:** In the event that the Applicant cancels the contracted services for the Wedding Ceremony outlined in this contract before the wedding ceremony takes place, the deposit will be forfeit. UFUMC agrees to refund all other additional paid money to the Applicant.
- 7) **2-HOUR WINDOW:** The bride and groom agree to a 2-hour window of time before the commencement of the wedding ceremony and a 60 minute time frame after the ceremony. The 60 minutes following the ceremony allows for group photographs. UFUMC shall not be held liable for failure to take desired photographs if either the bride's or groom's late arrival, for any reason, prevents this 60-minute window from occurring.

The Applicant and it guests must exit the facility by the ending time of this agreement. To make certain the facility is vacated by the ending time, the Applicant should end the event 1/2 hour before the end time to allow for cleanup, guests to exit, and assure the ceremony is ended on the agreed ending time.

Any charges incurred due to the premises not vacated at the agreed upon time will be the responsibility of the Applicant. The total charge will be assumed by the Applicant and deducted from the Applicant's initial security deposit.

- 8) **CLEANING GUIDELINES:** All trash must be bagged, removed, and placed in the UFUMC outdoor trash containers. All areas used must be same-day cleaned at the conclusion of event and must be free of debris. Failure to use reasonable care in the use of the UFUMC facility and failure to clean up in a satisfactory manner will result in a cleaning charge. Any loss, damage, or breakage resulting from actions of the Applicant or the Applicant's agents, employees, or guests will be deducted from the Applicants' security deposit plus any additional charges will be assumed by the Applicant. The amount will be determined by the UFUMC Board of Trustees and/or the Pastor based on costs of cleanup and/or repairs.
- 9) **METHOD OF PAYMENT:** UFUMC will only accept payment by Cashier's Check, Money Order, or Personal Check. No other form of payment will be accepted. UFUMC cannot accept cash. Cashier's Check, Money Order, and/or Personal Checks must be made payable to Urbana First United Methodist Church. UFUMC will not accept payment for services performed by individuals such as Clergy Honorarium, Organist, Soloist, Assisting Musicians, Premarital Preparation, Food Catering Services, etc.
- 10) **RENTAL COSTS:** The security deposit of \$200 paid in full at the time of the rental agreement reservation is applicable to the TOTAL COST of the function and NON-REFUNDABLE upon cancellation.

The balance of the total rental fee must be paid one month (30 days) prior to the date of the rental. Failure to pay the balance at least 30 days prior to the event will result in a \$5 per day late fee deducted from your deposit. If the complete balance is not paid in full 10 days prior to the event, UFUMC may terminate this contract and the Applicant shall forfeit the initial deposit. If the event is cancelled within 30 days of the scheduled event and not rented by UFUMC to another party, Applicant's security deposit is forfeited.

- 11) **AUDIO/VISUAL TAPING/EQUIPMENT:** The rental fees for Audio/Visual Equipment are established for increments of four (4) hours use and are subject to change. Please contact our Audio Technician for more information.

12) **AGREEMENT TO HOLD HARMLESS:** The herein named Applicant agrees that the relationship between the Applicant/renter and UFUMC is limited to that of facility use only. The Applicant/renter agrees to indemnify and hold harmless UFUMC from any and all claims of third parties which may heretofore or hereafter arise, known or unknown, related in any way to this Agreement, including but not limited to, injuries arising from the use of the facility during the duration of this Agreement.

By signing below, I (we) acknowledge that URBANA FIRST UNITED METHODIST CHURCH is a Christian facility serving the people of God. Therefore, all individuals using the facility must dress appropriately, conduct themselves and use language in accordance with the highest of Christian behavior and standards. I (we) further recognize that the property is located within a residential community and that I (we) will be respectful of the residents' rights not to be disturbed by my (our) event and will insure proper decorum of those in attendance. I (we) acknowledge that I am (we are) aware of the provisions of this Agreement, agree to abide by them, and understand that failure to comply will constitute a breach of contract and can result in its immediate termination.

Applicant (s): \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Wedding Category: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Chapel \_\_\_\_\_ Courtyard  
 \_\_\_\_\_ Member \_\_\_\_\_ Non-Member

Request: \_\_\_\_\_ Approved by Pastor \_\_\_\_\_ Denied by Pastor  
 \_\_\_\_\_ Approved by Trustees or Trustee Rep. \_\_\_\_\_ Denied by Trustees or Trustee Rep.

Agreed Upon Fees:

\$ \_\_\_\_\_ Reserve the Date/Security Deposit (\$200 – Sanctuary; \$100 – Chapel or Courtyard)

\$ \_\_\_\_\_ Wedding Package (minus the above Security Deposit) – Due 30 days prior to event

\$ \_\_\_\_\_ Audio/Visual Taping Equipment (separate check, please) – Due 30 days prior to event

**\$ \_\_\_\_\_ TOTAL**

– \$ \_\_\_\_\_ Minus applicable discount @ \_\_\_\_\_ %

**\$ \_\_\_\_\_ ADJUSTED TOTAL**

Note: Cashier's Check, Money Order, or Personal Check payable to:  
**Urbana First United Methodist Church**