

Scott Trinity United Methodist
Church Building Use and Rental Policy (October, 2017)

1. The Board Council shall be responsible for granting permission to use the church building for all events other than regular meetings. All events will be scheduled and approved by the Chairperson of the Board Council and the Chairperson of the Trustees.
 - a. Fees for building use are listed below: (members and non-members)

	Members: Security/Usage*	Non-Members Security/Usage*
Basement/Fellowship Hall	\$25/\$25	\$100/\$75
Upstairs/Sanctuary	\$75/\$75	\$100/\$100
Entire Church building	\$100/\$100	\$200/\$175

*The security deposit, in its entirety or in part, will be returned after inspection of facilities.

- b. Any event which includes vendors selling items for profits must be scheduled by a member serving as the on-site person in charge. Each vendor will pay another additional fee of \$25 per table. The security fee for such an event will be \$100.*
 - c. No charge for funerals and/or funeral dinners. The only payment is for meat, buns and products purchased for the dinner.
 - d. The kitchen is to be used only when a church member is in charge. Outside catering is permitted.
 - e. The used area should be cleaned, decorations removed, furniture placed as they were before use, garbage and recyclable materials removed.
2. The following questions will be used in evaluating whether or not the requested use of the church should be approved.
 - a. Does this Glorify God?
 - b. How does it Glorify God?
 - c. Is the opportunity there to expand God's kingdom, to expand our congregation or does this gathering better our community?
3. Behavior in the church building and on the property shall be in accord with Christian conduct, no use of tobacco products, no alcoholic beverages, no gambling (this includes any game of chance, i.e., 50/50 drawings, etc.), no drugs or other inappropriate substances.
4. All items borrowed from the church (tables, chairs, kitchen items, etc.) must be with the permission of the Chairperson of the Board of Trustees. Pick-up and return of borrowed items must be coordinated with the Chair of Trustees. Only tables marked with white paint and dark metal chairs are to be borrowed. Charge: \$10 per table and \$.50 per chair. \$50 security deposit.* The user is responsible for any damage to borrowed items.
5. The planting of trees and flowers will only be done with approval of the Trustees. Whoever plants a tree and/or flowers will be responsible for their care.

I have read and agree to the terms above and understand that any violation of these terms will result in forfeiture of the security deposit

Signature of Renter

Date

Scott Trinity United Methodist Church
Wedding Policy

1. An accompanist (pianist and/or organist) from the church will receive an honorarium of \$75.
2. An audio/visual technician from the church will receive an honorarium of \$75.
3. The custodian of the church will receive an honorarium of \$75.
4. The Pastor of Scott Trinity UMC will officiate at weddings conducted at the church with few exceptions. Any couple seeking to use the church building for their wedding must complete the building use application and contact the pastor before the wedding is scheduled. If the couple wishes to ask another person to officiate, the pastor will discuss this possibility with the couple and make any such arrangement with the outside officiant.
The pastor will also conduct pre-marital counseling and wedding preparation with the couple. Pastoral fees for non-members are \$200. Pastoral fees for members will be negotiated with the pastor.

Scott Trinity United Methodist Church
Building Use and Rental Application

Name of responsible party _____

Phone number _____ Email _____

Date of the event _____ Start Time _____ End Time _____

Description of Event

Member _____	Non-member _____	
Basement _____	Upstairs _____	Entire building _____
Table/Chair Rental _____	# of tables _____	# of chairs _____

I agree to the fees and requirements as stated in the Scott Trinity UMC building use policy.

Name _____

Address of person to receive returned security deposit

Scott Trinity UMC contact numbers:

Linda Swaisgood, chair of Board Council – 419-575-1830, lswaisg@gmail.com

Tim Davies, chair of Trustees – 419-392-2607, fuelgoofy@aol.com

Contact Linda Swaisgood to return completed application.

**Make payment to Scott Trinity United Methodist Church, 6076 CR 11,
Risingsun 43457**