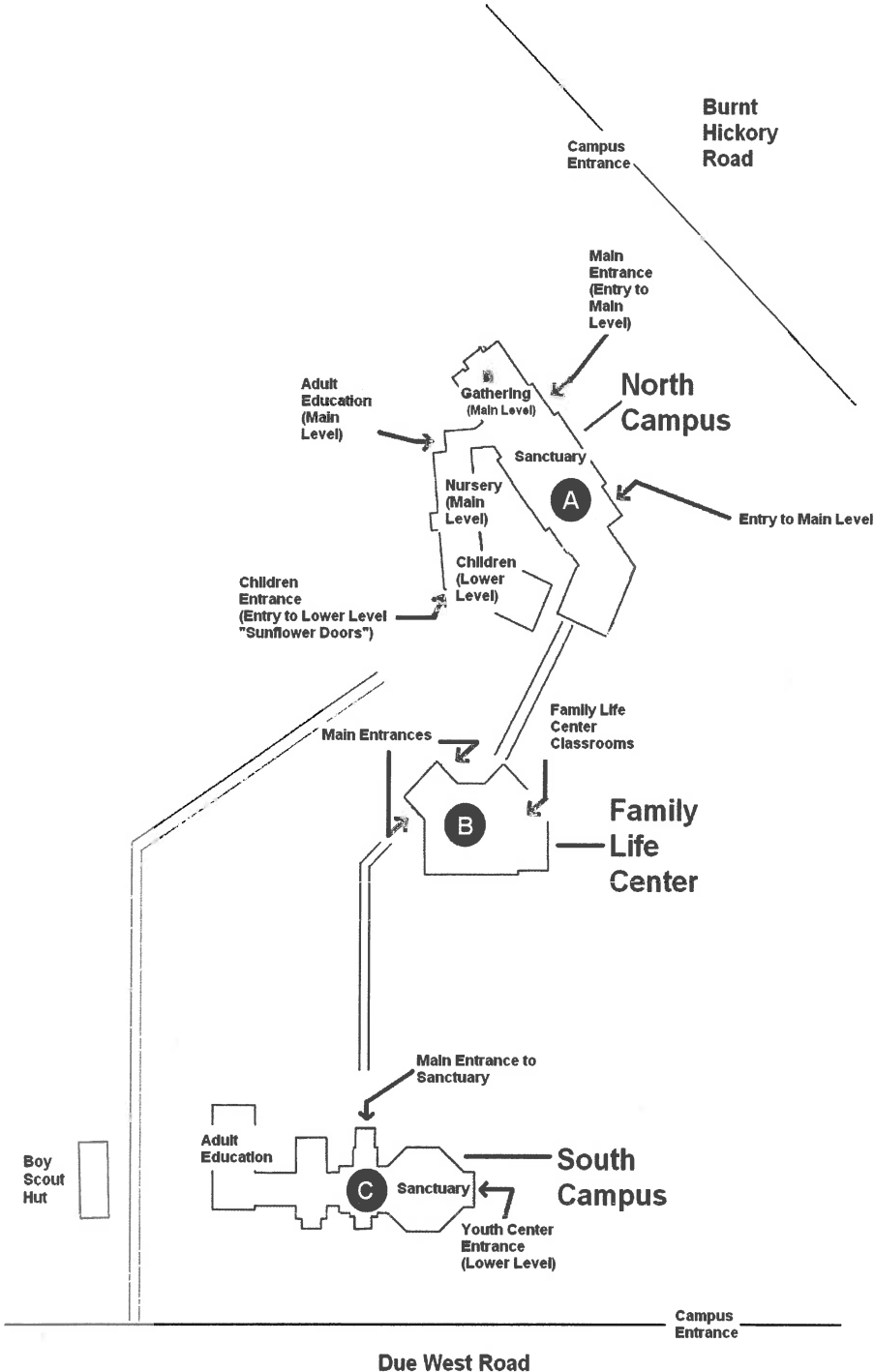
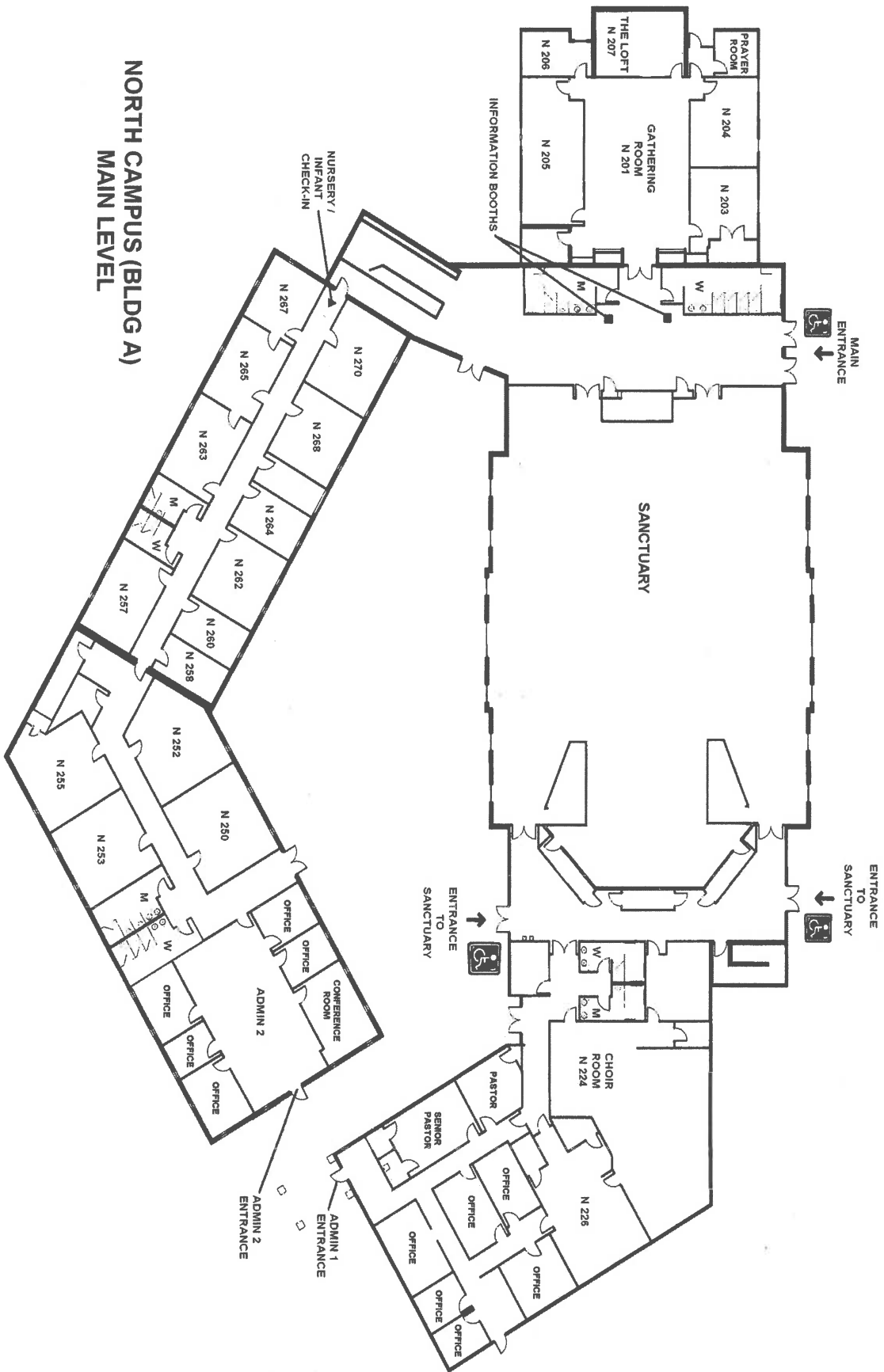


Due West United Methodist Church

Facility Policies and Guidelines

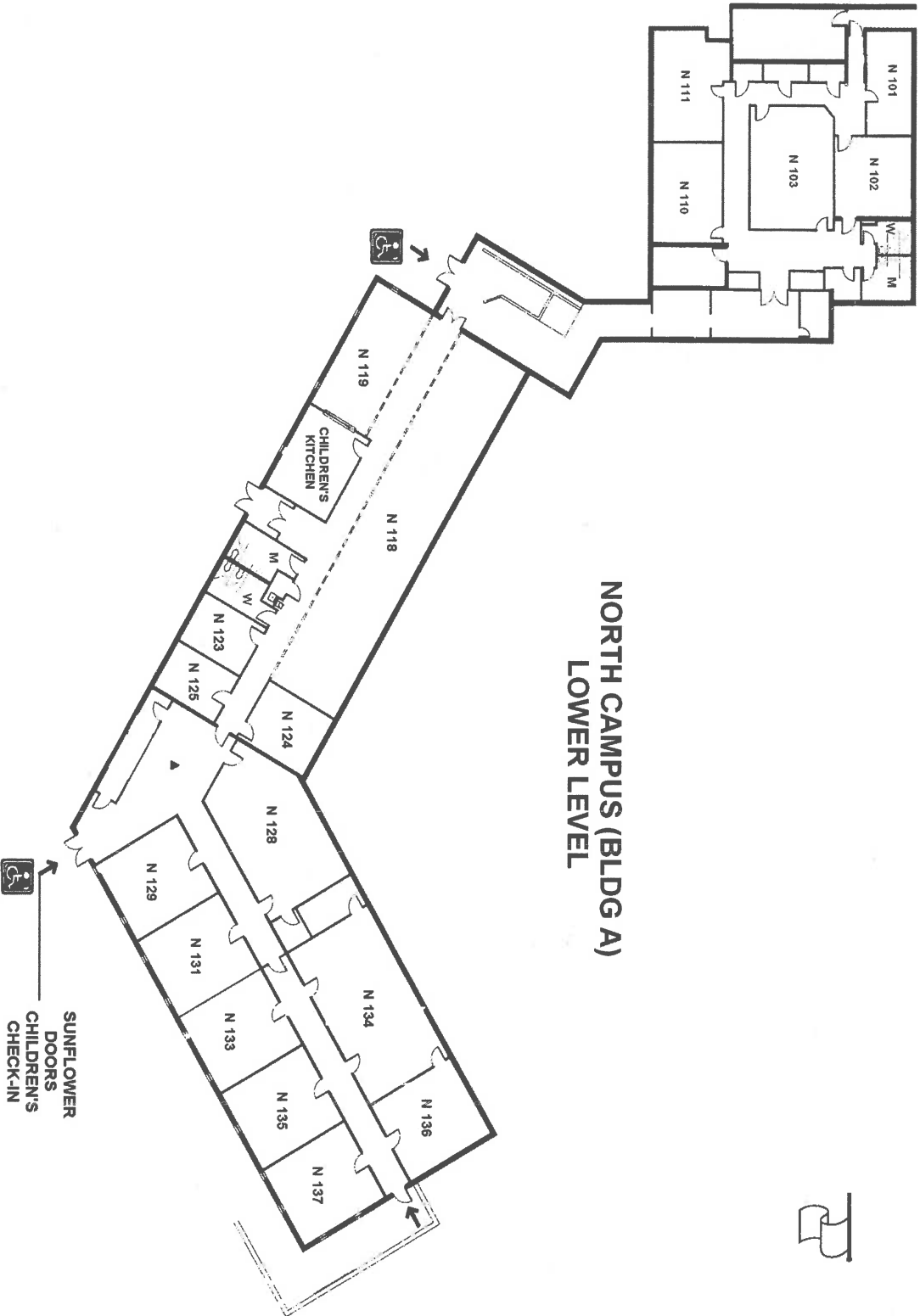




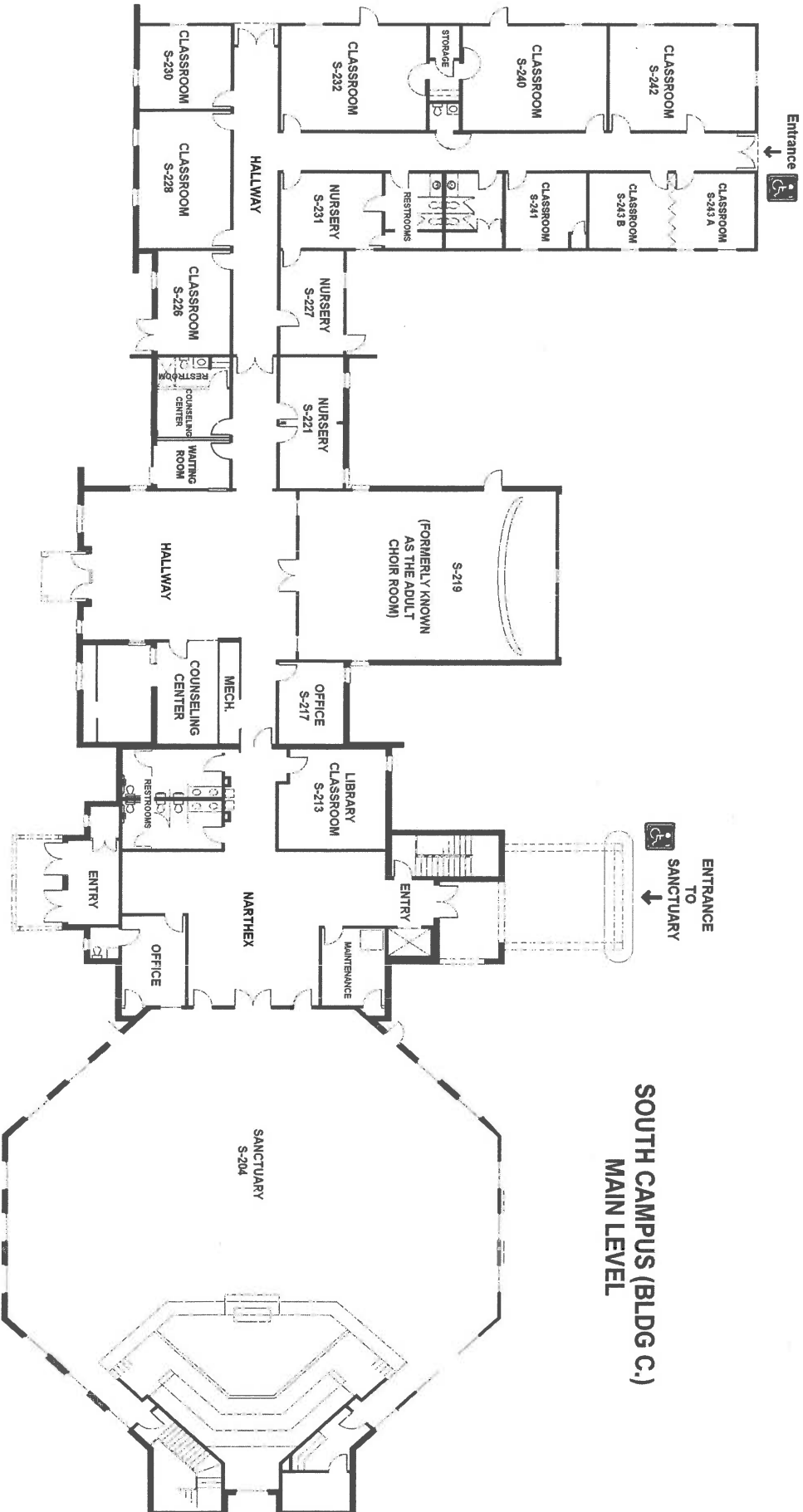
NORTH CAMPUS (BLDG A)
MAIN LEVEL



**NORTH CAMPUS (BLDG A)
LOWER LEVEL**



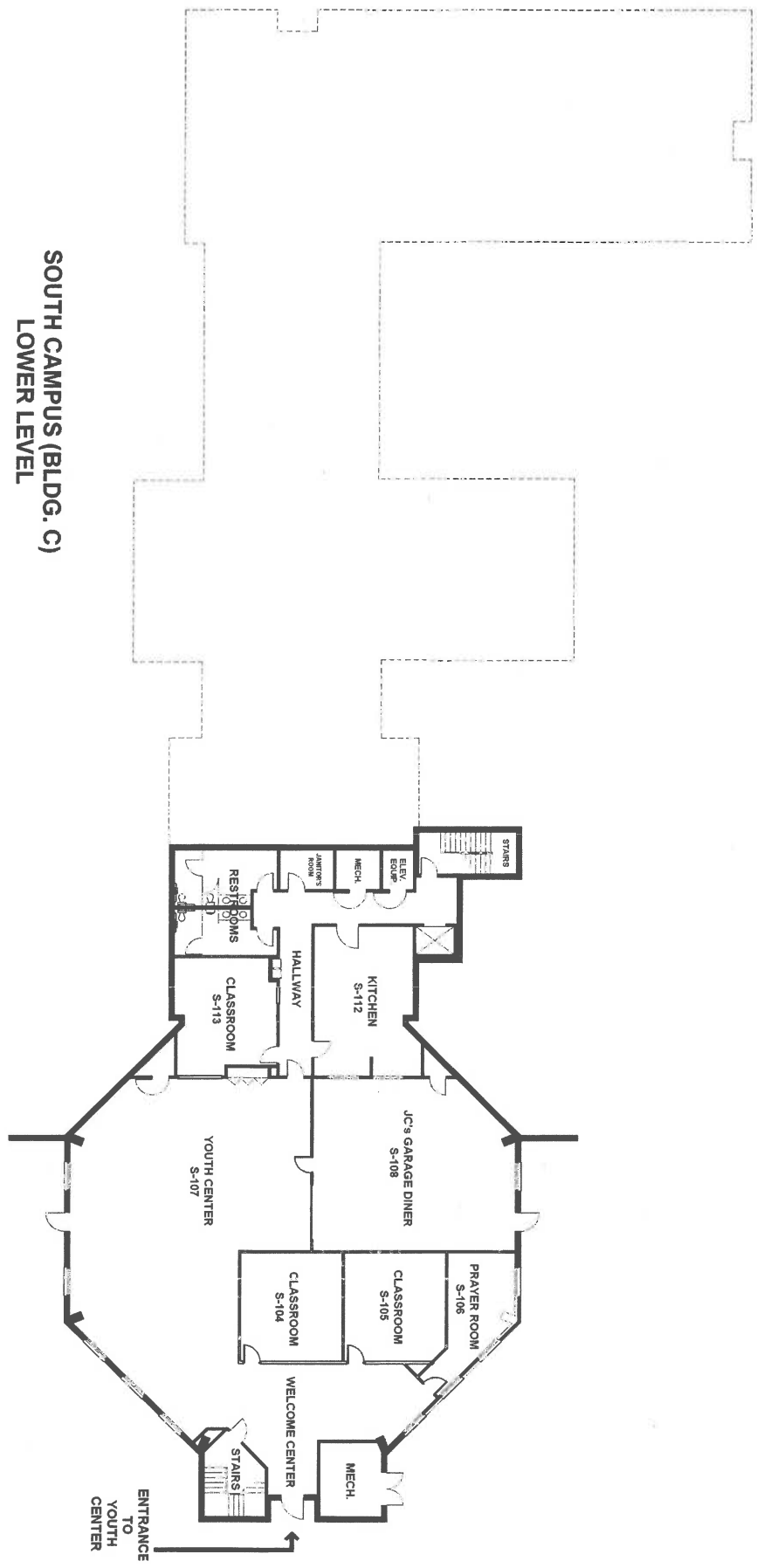
Cottage



SOUTH CAMPUS (BLDG C.)
MAIN LEVEL

CHECK-IN

**SOUTH CAMPUS (BLDG. C)
LOWER LEVEL**



Due West United Methodist Church Facility Usage Policies and Guidelines

We are pleased that you have chosen our church for your activity. It is our wish to do everything possible to make this attainable.

The Church Staff and members assisting you hope that all your relationships here will be warm and friendly. Even if you are not a member of the church, we consider you part of our church family during the time you are here.

It is the responsibility of the person or group requesting the facility to become familiar with these guidelines and to ensure that they are observed. These policies and guidelines will not be waived on the event day, because the person coordinating your event did not consider them in their plans.

SCHEDULING:

A reservation for ANY ROOM must be placed on the church calendar. This placement will be made through the church office. A "Request to Schedule an Event" form can be found in the church office as well as online at www.duewest.org. Once the form is received, it is reviewed and you will be notified **IF** APPROVED. When the date has been confirmed, and your Building Usage fee is paid, only then should you announce your meeting to your group. A follow-up checklist is also required after your event. This is to ensure that your room has been properly cleaned, restored to its original condition and key is returned prior to the next function in that room. This protects your group as well as our facility.

Please also be aware that if you are requesting use of the facility on an on-going basis (ie: weekly, bi-monthly or monthly) there may be a time when we cannot accommodate your group due to a Church function or other Ministerial need. You will be notified of any conflict as soon as possible. As stated earlier, it is our desire to make all your contact with Due West as friendly and accommodating as possible.

Deb Ingham
dingham@duewest.org
770-427-3835

FACILITY RULES:

No nails, tacks, staples, or tape may be used to attach decorations to any part of the church. No helium, mylar balloons or glitter can be used inside buildings.

During seasonal periods (Christmas, Easter, etc.) church decorations shall have precedence over other decorations and may not be moved.

Choir chairs, instruments, sound equipment and other items that are a part of the church may not be moved or removed. Computers and telephone equipment may not be used. Thermostats are set on timers in the main building and not to be adjusted.

Use of the Family Life Center and/or Kitchen use requires a refundable deposit per event. This deposit is refundable only if no additional fees are required to cover damage or custodial work.

When receptions are held in our church, you and your caterer may use the kitchen and reception areas under the supervision of trained kitchen personnel.

The kitchen and all equipment must be cleaned immediately following your event. Tables and chairs must be replaced before leaving.

No alcoholic beverages may be served on church grounds. Smoking is prohibited.

The church's round and rectangular tables and chairs are available for use table linens, glassware, punch bowls, paper products, etc., are not available for use.

Outside companies bringing in their own equipment, such as lighting or sound, must be bonded and insured.

We require that guests be admitted to the reserved room (s) only and other areas of the facility are to remain free from roaming. It is considerate to your guests to offer this hospitality as well as other guests visiting our facility and we desire that any event at our church reflect the hospitality extended by this church.

SOUND SYSTEM:

Sound equipment in the Sanctuary and Family Life Center are highly technical systems and require trained personnel to operate. If you require the use of this equipment, please be aware that you **MUST** have this coordinated with a Due West Trained Technical Sound Engineer no less than 1 month in advance of your event. Please also note that the use of the sound equipment and a Technical engineer for your event will incur additional fees payable prior to your event. (See fee schedule)

OTHER:

Nursery can only be provided if the event is an approved Church Ministry event and you have coordinated this with the Nursery Director.

Please note: As good stewards of the property provided to us, we will not permit groups or functions that have the potential to damage the property. Example: teams such as baseball, soccer and lacrosse are not permitted. Other events will be reviewed on individual basis.

FACILITY FEES:

Fees for PERSONNEL and CHURCH FACILITIES are charged as listed.

A BUILDING USAGE FEE (for non-ministry sponsored events) along with a completed “Request to Schedule Event” form is required in order to schedule and secure your event date. Failure to provide the Building Usage Fee, a completed Request Form or a completed Checklist following your event will result in a revocation of future use privileges and possible additional fees to cover damage or custodial work. Due to our growth and requests for space, we can no longer provide for unscheduled events.

All fees are payable to DUE WEST UNITED METHODIST CHURCH. The church finance office disperses personnel fees to the designated individuals.

FEES:

*Building Usage Fee

\$300 refundable deposit on Family Life Center

\$100 refundable deposit on Family Life Center Kitchen only

**Deposits are refundable provided no additional fees are incurred to cover damage or additional custodial work. Refunds are at the discretion of the DWUMC Board of Trustees and Property Maintenance Staff.

\$30/hour basic room - \$50/hour FLC auditorium

\$50/hour Kitchen use only

Additional Fees if necessary:

\$50 Custodial Fee (North or South Campus)

\$75 Custodial Fee (Family Life Center)

\$50 Sound Technician (per hour)

*Usage Fees are charged for all non-ministry events.

** All fees subject to change. Check with the main office to verify current fees.

Please contact Deb Ingham at dluders@duewest.org if you have any questions.