



First United Methodist Church of Santa Rosa, California Facilities Use Policy Request Forms for Members & Non-Members



Montgomery Campus

1551 Montgomery Drive
Santa Rosa, CA 95405



Stony Point Campus

2150 Giffen Avenue
Santa Rosa, CA 95407

Church Business Administrator: Mary Brunet

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We the people of First United Methodist Church of Santa Rosa commit ourselves to the mission of growing loving communities of faith centered on Jesus that express themselves through both personal spirituality and social responsibility, reaching up to God and reaching out to all people in God's love

FACILITIES USE POLICIES

FIRST UNITED METHODIST CHURCH OF SANTA ROSA, CA

RESERVATION PROCEDURE (all events/activities at any FUMC location)

1. The person responsible for an activity will complete a Reservation Request and Facility Use Agreement (available online and in the church office) and return it to the church office no later than three weeks (except for church ministries, committees, and commissions) in advance of the requested date. Church office hours are 9:00 am to noon and 1:00 pm to 4:00 pm Monday through Thursday.
2. Church Business Administrator will receive the request, check the master calendar for any conflicts, and check with staff. After approval is obtained, the responsible requesting party will be notified.
3. After approval is received, the event will be scheduled on the FUMC Master Calendar.
4. The full usage fee must be received by the FUMC church business administrator no later than two weeks prior to the event to prevent the facility from being released to accommodate another event.
5. If the event is cancelled after fees are received and prior to the scheduled event, all fees are refundable provided the church has not incurred any expense, in which case the excess fees will be returned.
6. Regular, recurring meetings of FUMC ministries, committees, and commissions are exempt from the reservation and use fee process since they have already been approved. However, requests for extra meetings at the church and/or a location other than the group's normal meeting place and time must be approved prior to the event to insure the requested room is available. Extra meetings would not be subject to the fee process.

GENERAL POLICIES

1. The church facilities may only be used between the hours of 8:00 am and 10:00 pm. Special requests for other hours may or may not be approved.
2. Reserving the facility will be on a first-come, first-served basis. Plans for an anticipated activity should not be fully developed or announced until permission has been formally approved and the activity is recorded on the FUMC Master Calendar. Anticipated functions may normally be placed on the FUMC Master Calendar up to 12 months in advance and must be on the calendar no later than three weeks before the event to insure the facility or equipment is available.
3. The person responsible for a function must be an adult over the age of 21. This responsible person must be present during the entire function and shall see that all guidelines and policies are followed.
4. Children or youth may not use the building and grounds unless they have adequate and appropriate adult supervision. Children are not allowed to run free through the building or grounds. Whenever children, youth, and/or vulnerable adults are present, the provisions of the Safe Sanctuary policy will apply.
5. The person in charge of the activity must be instructed on how to secure the building after the activity by the Business Administrator.
6. The sound and video systems in FUMC facilities may only be operated by a trained technician. No unauthorized person may use any audio/visual equipment in FUMC facilities. If sound or video support is needed, an hourly charge for trained audio/visual technician may be negotiated.
7. Musical instruments may be used with specific permission of FUMC church business administrator.
8. Church equipment is not to be borrowed or removed from the church facility and grounds without prior permission of the church business administrator.
9. Church office equipment is restricted to church use only, no personal use. This includes copiers and computers. No office equipment is to be used without prior approval.

Initial Here

10. Any equipment rented from an outside source (such as tables, chairs, electronic equipment, etc.) may normally be delivered the day before the event and should be removed as soon as possible after the event. Please note that church offices are closed on Fridays and Saturdays, and the church must be cleared of all rented or personal items no later than 10:00 pm on Saturday. The church will not store special equipment over the weekend.
11. The use of decorations, attachment of materials to the walls and other similar items may only be done with prior approval of the FUMC church business administrator; except where items (posters, pictures, notices, etc.) are attached to a bulletin board. All tape must be removed, and no staples are allowed.
12. Any damage to the church facility or property resulting from misuse by persons or groups will be the responsibility of the person signing the Reservation Request and Facility Use Agreement.
13. Use of the kitchen and its equipment must be approved prior to any activity or event. If the kitchen is used, it must be left clean and free of trash or leftover food or beverages. All items on the "Kitchen Check List" posted in the kitchen must be completed before leaving the building.
14. Use of FUMC's coffee machines/makers is not permitted. If the reserving party wants coffee, they must provide their own equipment and supplies. Church supplies (coffee makers, coffee, tea, sweeteners, cups, napkins, towels, filters, etc.) are not to be used. The kitchen area may be used to serve coffee (upon request and approval).
15. The rooms, building and grounds must be left in the same or better condition as before an activity or event, including carpets. At the Business Administrator's discretion, a cleaning deposit may be required. All inside and outside trash must be bagged and taken to the dumpster. All personal items, decorations and leftover food and beverage items must be removed. They may not be left on site. Rooms must be set up in the same condition as before the event.
16. Food, gum and beverage items other than water are not allowed in the Montgomery campus sanctuary.
17. Meetings, parties, and activities that result in private financial gain will not be allowed. The only exception is fundraisers for FUMC ministry activities or other nonprofits as approved.
18. Use of alcoholic beverages, marijuana, tobacco products, e-cigarettes, illegal drugs or other controlled substances, and gambling in any form is not allowed on church property.
19. No open flames (including candles) are allowed inside any building except the kitchens.
20. No political advertising may be displayed on any part of the church property.
21. Business Administrator has the authority to make modifications to this policy on a case by case bases after determining how a room use fits into FUMC's ministries

Initial Here

Meetings of FUMC ministries, committees, and commissions are exempt from use fee process. Extra meetings require a reservation.

FEE SCHEDULE (daily use) – Hours used includes set-up and clean-up time

Meeting Space for 12 Step Groups .. \$1.00/person/meeting requested donation

MONTGOMERY CAMPUS

Sanctuary Non-Member. \$500/4 hours (\$50/hour after)
 Fellowship Hall (150 dining 200 seated capacity) \$225/4 hours (\$50/hour after)
 All other Rooms (10-30 capacity depending on room) \$100/4 hours (\$20/hour after)

STONY POINT CAMPUS

Ministry Center (sanctuary) (120 max capacity) \$225/4 hours (\$50/hour after)
 Giffen House (all-inclusive, including kitchen) (25 max capacity) .. \$150/4 hours (\$50/hour after)
 Giffen House (individual rooms, without kitchen) \$100/4 hours (\$20/hour after)
 Outdoor Area (including restrooms, without kitchen) \$200-\$500 (depends on group size)

NOTE: FUMC Members may request use at no charge but a donation is requested. If expenses are incurred by the FUMC staff, then those expenses are to be paid.

FOOD PREPARATION (in addition to room fees above)

Fellowship Hall Kitchen (including use of dishwasher) \$125
 McMullin Room Kitchen \$75
 Susanna Wesley House Kitchen \$50
 Giffen House Kitchen \$50

STAFF SERVICES

Clean Up \$30 per hour
 Set Up \$30 per hour
 Dishwasher (per hour, per operator)..... \$25 per hour

INSTRUMENTS & AUDIO/VIDEO EQUIPMENT – Negotiated fee per contract

 Initial Here

KITCHEN & FELLOWSHIP HALL CHECKLIST

PLEASE BE SURE ALL ITEMS ARE COMPLETED BEFORE LEAVING

- All tables cleaned, dried, and returned to their place of storage.
- All chairs cleaned and returned to their place of storage.
- All dishes, pots, pans, and utensils washed, dried, and returned to proper place
- Countertops, work island and sinks cleaned.
- Stovetops washed clean including burners.
- Oven wiped clean if used.
- Microwave oven washed clean of spills and spatters.
- Kitchen floor swept and mopped clean.
- Leftover food disposed of or given away. No food is to be left in kitchen.
- Inside trash can bags tied and taken to the dumpster.
- Reline trashcans with proper size bags.
- Carpet inspected for any spills or debris and cleaned-up.
- Heating adjusted or turned off
- Turn off all lights including bathroom lights.
- Assure facility is locked-up.



Initial Here

FACILITIES USE REQUEST FORM / COMMUNITY EVENT

FIRST UNITED METHODIST CHURCH OF SANTA ROSA, CA

Date of Request: _____ / _____ / _____ Church Program Community Use
Month Day Year

Person/Group Requesting Use: _____

Activity/Event Name: _____

Community Users (Name of Non-Profit Organization): _____

We are happy to offer our facilities as part of our commitment to the community. Your partnership and compliance with our facilities use policies will help to ensure our ongoing ability to keep the costs affordable/reasonable.

Actual Time Event Begins: AM / PM Number of Attendees: _____

MONTGOMERY CAMPUS: 1551 Montgomery Drive, Santa Rosa, CA 95405				
# of Day(s)	Dates	Room(s)	Start (AM/PM)	Depart (AM/PM)
		<input type="checkbox"/> Fellowship Hall		
		<input type="checkbox"/> McMullin Room		
		<input type="checkbox"/> Chapel		
		<input type="checkbox"/> Sanctuary		
		<input type="checkbox"/> Other:		
STONY POINT CAMPUS: 2150 Giffen Avenue, Santa Rosa, CA 95407				
# of Day(s)	Dates	Room(s)	Start (AM/PM)	Depart (AM/PM)
		<input type="checkbox"/> Ministry Center (sanctuary)		
		<input type="checkbox"/> Giffen House		
		<input type="checkbox"/> Outdoor Area		
		<input type="checkbox"/> Other:		

SET UP & CLEAN UP (must check one)

- I will be responsible for all set up and clean up. I understand that rooms must be returned clean and reset up after use.
- I will need help in setting up and/or cleaning up our room(s). I will confirm service fees at least one week prior to event.

KITCHEN ACCESS & USE (check if applicable)

- I have completed the required orientation for kitchen access and appliance use.
- If using Fellowship Hall or Stony Point Worship Center) on Saturday, you must re-set the room for Sunday morning service.

FURNITURE & AUDIO/VIDEO EQUIPMENT (check if applicable)

- I will use additional items for my event (chairs, tables, easels, etc.).
 - Please help me to arrange for extra items as needed.
- # of Tables: _____ # of Chairs: _____ Other: _____

I understand that you count on us. We will not take furnishings or equipment from any other rooms without prior approval.

- I will need audio/video equipment for my event. Please help me to arrange for my audio/video needs.

I AGREE TO BE RESPONSIBLE FOR THE FOLLOWING (check ALL to indicate you have read and understand policy)

- Use ONLY the room(s) that have been requested and approved.
- Use ONLY the chairs, tables, and other equipment in these rooms (arrangements must be made for additional gear).
- NOT permit SMOKING (including e-cigarettes) in ANY ROOMS or ALCOHOLIC BEVERAGES ON THE PREMISES.
- NOT permit any open flames (including candles) in any room except a kitchen.
- Close all WINDOWS and DRAPES and turn off all LIGHTS before LOCKING ALL DOORS after use.
- Lock all bathroom doors (evening use).
- Return assigned key(s) promptly after the event.
- Provide a certificate of liability coverage naming First United Methodist Church of Santa Rosa as "Additional Insured."
- Submit copy of group's 501(c)(3) form (and Welfare Exemption & Organizational Clearance Certificates if applicable).
- I have read and agree to the Facilities Use Policy.

Signature: _____ Title: _____

Print Name _____ Phe: _____) Address _____ City: _____ Zip: _____

*** For Office Use Only ***

APPROVED: Preliminary Calendar Check Staff Approval Computer Entry Date: _____

Charge/Amount for Room: \$ _____ Multiple Events Through Following Dates: _____

REQUEST CONFIRMED Date: _____ Dep. Received: \$ _____ Date: _____ Bal. Received \$ _____ Date: _____

FACILITIES USE REQUEST FORM / WEDDING (MEMBER)

FIRST UNITED METHODIST CHURCH OF SANTA ROSA, CA

Request Date: _____ / _____ / _____ Date & Time of Wedding: _____ / _____ / _____
Month Day Year Month Day Year Time

Member of FUMC OR relative who is a member of FUMC: _____

Ceremony will be conducted in Sanctuary Chapel (please check one)

Wedding will require use of McMullin Room and/or Parlor (please check one or both)

Time Needed: _____ (day of wedding)

Date of Rehearsal: _____ / _____ / _____
Month Day Year Time

Appointment with Pastor Notes: _____

Pre-Marriage Counseling Notes: _____

Bride's Address: _____ Phone: _____

Groom's Address: _____ Phone: _____

Key Contact (other than Bride/Groom): _____ Phone: _____

Officiating Pastor: Church: _____

<input type="checkbox"/> FUMC Senior Pastor Approval/Signature: _____	Date: _____
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Wedding Fees (Member)

Officiating Pastor \$ discretionary
Please give payment directly to pastor on or before day of wedding

Organist (Rehearsal) \$50
 Organist (Wedding)..... \$150
 Building & Grounds \$0
 Wedding Coordinator (required) \$150
 Audio (optional) \$50
 Custodian (required) \$125
Total Amount Due FUMC: \$ _____

Deposit: \$ _____ Date of Deposit Receipt: _____

A non-refundable \$100 deposit is required at the time your wedding is booked.

Balance Payment: \$ _____ **Date of Balance Payment Receipt:** _____

Balance is due 30 days prior to the wedding date.

Bride/Groom Signature (or Designee): _____

Date: FUMC Calendar Entry Date

FACILITIES USE REQUEST FORM / WEDDING (NON-MEMBER)

FIRST UNITED METHODIST CHURCH OF SANTA ROSA, CA

Request Date: _____ / _____ / _____ Date & Time of Wedding: _____ / _____ / _____
Month Day Year Month Day Year Time

Ceremony will be conducted in Sanctuary Chapel (please check one)

Wedding will require use of McMullin Room and/or Parlor (please check one or both)

Time Needed: _____ (day of wedding)

Date of Rehearsal: _____ / _____ / _____
Month Day Year Time

Appointment with Pastor Notes: _____

Pre-Marriage Counseling Notes: _____

Bride's Address: _____

Phone _____

Phone _____

Groom's Address: _____

Phone _____

Key Contact (other than Bride/Groom): _____

Officiating Pastor: _____ Church: _____

<input type="checkbox"/> FUMC Senior Pastor Approval/Signature: _____	Date: _____
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Wedding Fees (Non-Member)

- Officiating Pastor \$300 minimum
Please give payment directly to pastor on or before day of wedding
- Organist (Rehearsal) \$50
- Organist (Wedding)..... \$150
- Building & Grounds \$400
- Wedding Coordinator (required) \$150
- Audio (optional) \$100
- Custodian (required) \$125
- Total Amount Due FUMC: \$**

Deposit: \$ _____ Date of Deposit Receipt: _____

A non-refundable \$100 deposit is required at the time your wedding is booked.

Balance Payment: \$ Date of Balance Payment Receipt:

Balance is due 30 days prior to the wedding date.

Bride/Groom Signature (or Designee): _____

Date: FUMC Calendar Entry Date

FACILITIES USE REQUEST FORM / MEMORIAL & FUNERAL SERVICE

FIRST UNITED METHODIST CHURCH OF SANTA ROSA, CA

Name of Deceased: _____

Request Date: _____ Date & Time of Service: ____/____/____
Month Day Year Month Day Year Time

Relative Arranging Service: _____ Phone: _____

Funeral Home: _____ Cremation: Yes No

Service Site: Sanctuary Chapel Stony Point Worship Center (please check one)

Reception Site: Fellowship Hall Stony Point Worship Center Other Location (please check one)

Number of People: _____

Memorial & Funeral Service Fees

- Officiating Clergy Family Discretion Confirmed *Please give discretionary payment directly to clergy on or before day of service*
- Organist/Pianist..... \$150 Confirmed *Please give payment directly to organist/pianist on or before day of service*
- Soloist \$75 Confirmed *Please give payment directly to soloist on or before day of service*
- Sound System/Audio Visual Technician \$100 Confirmed *Please give payment directly to technician on or before day of service*
- Usher(s)..... \$0 Confirmed *FUMC can provide volunteer usher(s) as needed*
- Reception Host: United Methodist Women or host group..... Donation Confirmed *Family may make discretionary donation to host on or before day of service*
- Custodian..... \$75 Confirmed *Please make payment directly to FUMC for required custodial services*

NOTES:

Copies to: <input type="checkbox"/> FUMC Clergy	<input type="checkbox"/> Family	<input type="checkbox"/> FUMC Office
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