



TABERNACLE UNITED METHODIST CHURCH

FACILITIES USE POLICY

WEDDINGS

Approved by the Board of Trustees

and

Accepted by the Church Council

August 1, 2011

1. GUIDELINES FOR WEDDINGS

1.1. Rules For Use Of The Sanctuary

- 1.1.1. No furniture or furnishings shall be removed from the sanctuary or chancel area for weddings or any other service without permission of the Trustees and the Pastor. The sanctuary is to be used as is, except for tasteful addition of floral decorations. (See Section 10)
- 1.1.2. No flash photography is allowed in the sanctuary during the wedding ceremony, or any other sacred service, either by a photographer or by guests.
- 1.1.3. Dropping of flower petals inside the sanctuary is not permitted. Only silk flower petals are permitted to be dropped in the sanctuary to prevent carpet stains. Silk flower petals may not be dropped outside the buildings.
- 1.1.4. There shall be no pets allowed into the Sanctuary unless specifically required for assistance (i.e. seeing eye dog).
- 1.1.5. Except for communion elements, food and drink are prohibited in the Sanctuary.
- 1.1.6. No posters, banners, artwork or decorations except for those designated for worship are permitted on Sanctuary furniture, pews, woodwork or walls, unless approved by the senior pastor. Thumb tacks, staples, nails, and scotch tape will not be used on any painted, varnished, or stained surfaces. "Painters" tape may be used, and will be carefully removed immediately after the need for it is over.
- 1.1.7. The sound system will not be modified or altered in any way unless under the direct supervision of a Trustee, Music Director, or other church staff member.
- 1.1.8. No religious objects, furniture, banners, flags, musical instruments, kneeling pads, printed materials or other items will be removed from the Sanctuary without direct approval and supervision of the pastor, a trustee, or other church staff member.
- 1.1.9. reserved

1.2. General Requirements

- 1.2.1. Smoking and use of tobacco products are not allowed in the church.
- 1.2.2. No alcoholic beverages are allowed for a wedding reception or any occasion.
- 1.2.3. Food, drink, chewing gum and candy are not permitted in any carpeted rooms used by the bridal party (dressing rooms and waiting rooms).
- 1.2.4. Use only the parts of the building you were given permission to use by the pastor, church office, or wedding director.
- 1.2.5. Restore all chairs, tables, and other furnishings to their proper place when you have finished using the building.
- 1.2.6. No rice or similar material is to be thrown inside the church buildings.

1.3. Wedding Director

- 1.3.1. It is required that the wedding director of Tabernacle UMC be used in all weddings conducted in the church. The minister with assistance of the

wedding director is in charge of the wedding proceedings. The wedding director is not a mistress of ceremonies chosen by the bride.

- 1.3.2. The functions of the wedding director are:
 - 1.3.2.1. To assist the minister and wedding party by explaining church policies and procedures,
 - 1.3.2.2. Discussing decorations and assisting with other wedding details prior to the rehearsal,
 - 1.3.2.3. Directing the ceremony, opening and closing the church buildings as needed for the rehearsal and the wedding ceremony, and the reception if held at the church.
- 1.3.3. The bride should contact the assigned wedding director as soon as possible after the wedding has been scheduled with the church to discuss arrangements. The church is not responsible for contacting the wedding director when the wedding has been scheduled.

1.4. Audio/Visual Technician

- 1.4.1. It is required that a Trustee approved Audio/Visual Technician is present when interfacing and operating Tabernacle installed audio/visual equipment. When required by the wedding plan, the technician will be responsible for connecting, monitoring the use of, and disconnecting audio/visual equipment. The technician is not responsible to operate equipment not part of Tabernacle UMC.
- 1.4.2. The functions of the audio/visual technician(s) are:
 - 1.4.2.1. To assist the minister and wedding party by explaining church policies and procedures,
 - 1.4.2.2. Discussing capabilities and assisting with other wedding details regarding audio/visual equipment use,
 - 1.4.2.3. Connecting, monitoring the use of audio/visual equipment use for the duration of the scheduled event and disconnection from installed equipment. Tabernacle shall not provide connection cables to installed equipment, they must be provided by the requestor.

2. SCHEDULING USE OF TABERNACLE UMC FACILITIES

2.1. Scheduling Stipulations

- 2.1.1. Scheduling will be done on a first come, first served basis.
- 2.1.2. All activities of groups and organizations that are not church related or church sponsored must abide by the following time limits:
 - 2.1.2.1. Sunday through Friday: Leave church property by 10:00 PM (unless special written permission is obtained from the Trustees at least 5 days before the date of the event). This will allow the Trustees to be able to spot check building cleanliness, condition, and security during a reasonable hour.
 - 2.1.2.2. Saturday: Leave church property by 7:00 PM (unless special written permission is obtained from the Trustees at the time the Facilities Use

Request is approved). This will permit cleaning and set up for Sunday worship.

- 2.1.2.3. Days preceding special dates on the church calendar (such as Maundy Thursday, Good Friday, Easter Sunday, Christmas Eve, etc.): Leave church property by 7:00 PM (unless special written permission is obtained from the Trustees at the time the Facilities Use Request is approved). This will permit cleaning and set up for services and events that are significant to the life of the church.

2.2. Scheduling and Cancellation Process

- 2.2.1. Requests for use of TUMC grounds, buildings, facilities and property must be made using the Facility Use Request Form in Section 14. This form must be submitted to the Facility Scheduler or Administrative Assistant. If the submitter has any questions about how to fill out the form, consult the secretary or the administrative assistant.
- 2.2.2. When the Facility Use Request Form is received, the Facility Scheduler or administrative assistant will enter a **tentative** reservation on the church scheduling system. The Facility Scheduler will assign an available space based on the size of the group and type of activity identified on the Facility Use Request Form.
- 2.2.3. The requestor will be notified of the space that has been assigned and then have 7 calendar days to present a check to the church for the amount of deposit (if required) before the request for space is entered as a **firm** reservation placed on the church schedule.
- 2.2.4. When the check for the fees required (see the Facility Use Fee Schedule in Section 13) is received, the tentative entry will be changed to a **firm** reservation on the system.
- 2.2.5. Cancellation Process
 - 2.2.5.1. Requestors are expected to notify the church as early as possible that the tentative or firm reservation for their event or activity should be canceled.
 - 2.2.5.2. The church will not refund deposits if the requester cancels the reservation for an approved Request for Use of TUMC Facilities less than 3 days prior to the date of the scheduled event.

2.3. Fees For Weddings Using Church Buildings And Services

2.3.1. The following table shows the fees applicable for all weddings. The fees must be paid to the church office **14 days prior to the ceremony**.

A.	Use of Sanctuary	\$225.00	Non-members
B.	Use of Fellowship Hall	\$150.00 up to 4 hrs and \$75/hr after	Non-members
C.	Use of Multi-Purpose Room	\$175.00 up to 4 hrs and \$75/hr after	Non-Members
D	Scheduling Deposit (non-refundable)	\$50.00	Members & Non-member
Your wedding date is penciled in on the calendar but is not firm until we receive a \$50.00 deposit made out to Tabernacle United Methodist Church.			
E	Cleaning Fees	\$200.00	Members & Non-member Payable to Tabernacle UMC
F	Wedding Director	\$100.00	Members & Non-member Payable to Tabernacle UMC
G	Organist	\$150.00	Member & Non-member. Payable to Tabernacle UMC
H	Pastor	\$300.00	Members & Non-member Payable to Tabernacle UMC
I	Audio/Visual Tech	\$75.00	Members & Non-member Payable to Tabernacle UMC

IT IS THE RESPONSIBILITY OF THE WEDDING PARTY TO BE IN TOUCH WITH THE FOLLOWING PEOPLE TO HAVE THE REHEARSAL AND WEDDING DATES POSTED ON THEIR CALENDARS.

Wedding Director
Organist

Elizabeth Greenway
Contact church staff to set-up

(540) 412-2389
(540) 786-6162

3. FACILITIES

3.1. Fellowship Hall and Kitchen

- 3.1.1. The Fellowship Hall shall not be used for sport activities.
- 3.1.2. Setting up the Fellowship Hall:
 - 3.1.2.1. Fellowship Hall tables and chairs are stored on racks at the west end of the room behind the folding partitions.
 - 3.1.2.2. When setting up, make sure access to emergency stairways at the west end of the room is not blocked.
 - 3.1.2.3. The folding partitions may be used to hang light-weight displays (posters, cloth banners, small pictures, etc.) for the activity. The user is responsible for providing easels sufficient to support other displays they wish to bring in to the room for their function.
 - 3.1.2.4. The ceiling lights in the Fellowship Hall can be controlled by dimmer switches. Only Trustee approved church members are permitted to operate the dimmer switches.
- 3.1.3. Use of the Fellowship Hall kitchen (*must be requested when use of the Fellowship Hall is reserved*):
 - 3.1.3.1. This kitchen is a “warming” kitchen. It is **not** capable of supporting preparation of a meal for a large number of people.
 - 3.1.3.2. Do not use food items or paper products belonging to the church.
 - 3.1.3.3. The user is required to bring in paper plates and plastic utensils. Use of the pots, pans, dishes, utensils, serving dishes, etc. in the kitchen may be specifically requested.
 - 3.1.3.4. Wash and dry any kitchen equipment or items that were used and put them away.
 - 3.1.3.5. Wash all counter tops and food preparation surfaces, then wipe them thoroughly with a disinfectant wipe (or a disinfectant spray) and wipe the surface dry with a clean dish cloth or drying towel.
 - 3.1.3.6. Do not leave food in the refrigerator-freezer after the activity.
- 3.1.4. Do not leave food in any part of the kitchen or Fellowship Hall.

3.2. Restoring the Fellowship Hall

- 3.2.1. Clean tables and chairs.
- 3.2.2. Sweep the floor with the dust mop. Vacuum accumulated dust and dirt; put large pieces of trash in a plastic bag. Empty the vacuum cleaner into the plastic bag.
- 3.2.3. Damp mop any areas where spills occurred or food was dropped.
- 3.2.4. Replace chairs and tables in accordance with the standard set-up diagram on the wall behind the area where chairs and tables are stored. Put remaining tables and chairs back on the racks.
- 3.2.5. Remove all items brought in for the activity (displays and display tables/supports, easels, flower stands, activity boxes and bins, etc.).
- 3.2.6. Empty all trash cans and put in a clean can liner (bag). Trash and waste must be removed from the building by the user for disposal.
- 3.2.7. Turn off the lights in the Fellowship Hall and the kitchen.
- 3.2.8. Leave the double doors to the Fellowship Hall open.

- 3.2.9. The user of the Fellowship Hall/Kitchen is responsible for the condition of the bathrooms on the upper level of the connector space. Bathrooms must be checked to ensure water is not left running. Commodes and urinals will be “courtesy” flushed. Wipe the counter tops dry of water and soap spills. Notify the secretary or administrative assistant if paper products in the bathrooms need to be replenished.

3.3. Multi-Purpose Room and Kitchen

- 3.3.1. Set-up and Restoring the Multi-Purpose Room
 - 3.3.1.1. Replace chairs and tables in accordance with the standard set-up diagram on the storage room door.
 - 3.3.1.2. Clean tables and chairs, as necessary before returning them to their regular place of storage, or to the room(s) from which they were borrowed. When returning tables and chairs to rooms from which they were borrowed, set that room up according to the furnishings diagram in that room (posted below the light switch).
 - 3.3.1.3. Dispose of all trash. Only bagged and tied trash shall be placed in appropriate receptacle behind the old parsonage.
 - 3.3.1.4. Sweep the floors with the dust mop. Vacuum accumulated dust and dirt; put large pieces of trash in a plastic bag. Empty the vacuum cleaner into the plastic bag.
 - 3.3.1.5. Mop up any spills. Let the floor dry before repositioning the tables and chairs.
 - 3.3.1.6. Turn off all the incandescent lights. Only Trustee approved church members are permitted to turn the halogen lights on and off.
 - 3.3.1.7. Close the doors to the kitchen and all the doors leading to hallways.
 - 3.3.1.8. The user is responsible for the condition of the bathrooms on both levels of the connector space and on the “green” hallway. Bathrooms must be checked to ensure water is not left running. Commodes and urinals will be “courtesy” flushed. Wipe counter tops dry of water and soap spills. Notify the secretary or administrative assistant if paper products in the bathrooms need to be replenished.
- 3.3.2. Use of Multi-purpose room kitchen (*must be requested when use of the Multi-Purpose Room is reserved*):
 - 3.3.2.1. This kitchen is a “warming” kitchen. It is **not** capable of supporting preparation of a meal for a large number of people.
 - 3.3.2.2. Do not use food items or paper products belonging to the church.
 - 3.3.2.3. The user is required to bring in paper plates and plastic utensils. Use of the pots, pans, dishes, utensils, serving dishes, etc. in the kitchen may be specifically requested.
 - 3.3.2.4. Wash and dry any kitchen equipment or items that were used and put them away.
 - 3.3.2.5. Wash all counter tops and food preparation surfaces, then wipe them thoroughly with a disinfectant wipe (or a disinfectant spray) and wipe the surface dry with a clean dish cloth or drying towel.
 - 3.3.2.6. Sweep and mop the kitchen floors.
 - 3.3.2.7. Do not leave food in the refrigerator-freezer after the activity.
 - 3.3.2.8. Do not leave food in any part of the kitchen or Multi-Purpose Room.

Tabernacle United Methodist Church
7310-A Old Plank Road Fredericksburg, VA 22407
Church Office: 540-786-6162 Fax: 540-786-5496

4. Facility Use Request Form

Date of Request: _____ Requested by: _____

Event/Activity/: _____

Date of Event: _____ Time of Event: From _____ to _____

This reservation is for more than 4 hours? YES ___ NO ___ Total No. of hours _____

(Please note: Unless you request otherwise, the space for your use will be reserved for 60 minutes before the start time and 60 minutes after end time to allow for set-up & clean up.)

Total number attending: _____ # Adults: _____ # Children: _____

- Type of Space desired:**
- | | | |
|--|---|--|
| <input type="checkbox"/> Classroom or meeting room | <input type="checkbox"/> Sanctuary | |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Fellowship Hall Kitchen | <input type="checkbox"/> Outdoor Grounds |
| <input type="checkbox"/> Multi-Purpose Room | <input type="checkbox"/> Multi-purpose Room Kitchen | <input type="checkbox"/> Church Van |
| <input type="checkbox"/> Resource Center/Library | <input type="checkbox"/> Prayer Room | <input type="checkbox"/> Nursery |

Check which of the following is needed for the event:

___ Chairs ___ Tables ___ Audio Equipment ___ Visual Equipment

Sports equipment for: ___ Basketball ___ Volleyball ___ Badminton

Name of Contact Person: _____

(The church will only communicate with this person regarding your request.)

Phone No: (H) _____ (W) _____ (cell) _____

Fax No: _____ e-mail address: _____

Affirming availability of Parental Permission and Emergency Care forms :

- A Parental Permission and Emergency Care form for each child (under age 18) in my group is on file with the church, or
- A Parental Permission and Emergency Care form for each child in my group is on file with the person in charge of my group/organization, or
- This section is not applicable to my group.

Hold Harmless and Indemnity Agreement

I/We, _____, of _____
agree to protect, indemnify, save and keep harmless Tabernacle United Methodist Church, its agents, members and employees against and from any and all liability, loss, cost, damage or expense arising out of or from an accident or other occurrence on or about the premises of Tabernacle United Methodist Church, causing injury to any person or property caused by me, my group or my/our guests or invitees and will protect, indemnify and save and keep harmless the above mentioned parties from any and all claims, cost or expense arising out of my/our use of church facilities at Tabernacle during the period of my or my group's use of the premises or property of Tabernacle United Methodist Church.

Execution of this agreement waives any right you or your organization may have to recover damages from named parties for any injury or accident that may occur during the period of your use of the facilities or property of Tabernacle United Methodist Church.

You may wish to obtain from an insurance company, at your own expense, appropriate coverage for the period and premises involved in the event that insurance coverage you currently have does not provide you with suitable protection. Tabernacle UMC at its option may require such coverage with a certificate naming them as co-insured.

GROUP NAME (if applicable) _____

Signature of responsible adult party

TUMC Signature: _____

Date: _____

I have received and read Tabernacle UMC's Facilities Use Policy. I will abide by and, as to my guests, enforce all rules and stipulations for use of church grounds, buildings, equipment and facilities. I know that use of alcoholic beverages anywhere on the premises is *not* permitted.

Signature of Requester _____

ITEMIZED CHARGES AND FEES: _____

**DEPOSIT, IF REQUIRED, MUST BE RECEIVED NOT LATER THAN 7
CALENDAR DAYS FROM THE DATE OF THIS REQUEST BEFORE
THE RESERVATION FOR YOUR ACTIVITY BECOMES A *FIRM* RESERVATION ON
THE CHURCH SCHEDULING SYSTEM**

REQUIRED: _____ **PAID:** _____

DATE RECEIVED: _____

* * * * * **APPROVALS IF NEEDED** * * * * *

Trustees: _____ **Pastor:** _____

Date: _____ **Date:** _____

5. ACCIDENT REPORT FORM

Date: _____ Time: _____

Name: _____ Age: _____ Class: _____

Parent(s) Name: _____

Notified how? _____

How did the accident occur? _____

Witness(es): _____

Nature of injury & location on body: _____

Was treatment provided? _____ By whom? _____

Was a physician called? _____ Time called: _____

Name: _____ Phone No. _____

Was 911 called? _____ Time called: _____

Were safety and / or safeguards available that would have prevented the accident? _____

Were they being used? _____

What safety measures have been implemented to prevent a reoccurrence of this type of

accident? _____

Staff signature: _____

Witness signature: _____

Parent signature: _____

6. INCIDENT REPORT FORM

Nature of Problem: _____

Examples: Something missing, broken, moved and not returned, room in disarray, trash not removed, unsuitable personal or group behavior or dress.

Room number or Location: _____

Date and time found or observed: _____

Last known group in the room/building/grounds: _____

Name(s) of person(s) reporting incident: _____

This information will be used to contact groups and leaders about our building use.

Please return this form to the Facility Scheduler, administrative assistant, or Chairperson of the Board of Trustees.

7. PARENTAL CONSENT FORM

I, _____, give my child, _____, permission to take part in the activities of Tabernacle UMC youth group and to ride in the church van or other private vehicles, provided that the driver meets the requirements set by the Tabernacle UMC Church Council. I understand that many youth activities carry with them a certain potential for injury or illness. In event that my child is injured or becomes ill while participating in an activity sponsored by Tabernacle UMC, I release the church and its staff, professional and volunteer, from any and all liability, including medical expense. I also understand that in the event that my child requires medical attention while taking part in any youth group activity, every effort will be made to contact me. In the event that I cannot be reached or cannot be present, I give Tabernacle's professional and volunteer youth staff and/or qualified medical personnel to act on my behalf in securing and administering necessary and appropriate emergency medical care and treatment for my child.

Parent or Guardian Signature _____

Phone: _____(h) _____(w)

_____ (Cell) _____ (other)

Emergency Contact _____ Phone _____

Insurance Carrier _____ Policy # _____

Please list below any allergies or medical information that might be helpful:

**TABERNACLE UNITED METHODIST CHURCH
WEDDING PLAN REQUEST**

Date of Request: _____

Full Name of Bride: _____

Address: _____

Home Phone: _____ Work Phone: _____

Full Name of Groom: _____

Address: _____

Home Phone: _____ Work Phone: _____

Wedding Date Requested: _____ Time: _____

Alternate Date Requested: _____ Time: _____

Rehearsal Date Requested: _____ Time: _____

Is Pastor of Tabernacle UMC to Perform Ceremony? _____

If Not, Name of Pastor: _____

Name of Church/Phone Number: _____

Member of Tabernacle UMC? Bride _____ Groom _____

Child of Member of Tabernacle UMC? Bride _____ Groom _____

If not associated with Tabernacle UMC, reason for selecting this church for wedding

Church Staff Member completing this form: _____

Copy to: () Church Secretary () Pastor () Wedding Director
() Organist () Janitorial Service () Audio/Visual Tech
() Admin Assistant () Other(s) _____

Notes:

1. Completion of this form does not commit the pastor or the facilities for the requested date of the wedding. Those requesting should know that the Church Secretary will discuss with them later if this request is accepted.
2. When this request is submitted, it is not necessary to discuss wedding policies and fees. Once it is determined that the facilities and pastor are available as requested, the Church Secretary will submit to the requestor the appropriate facilities usage request forms, policies and wedding fees structure by separate correspondence.

(over→)

**TABERNACLE UNITED METHODIST CHURCH
WEDDING PLAN REQUEST**

Approximate Number of Guests: _____ **Sanctuary Capacity: 185**
Type of Wedding: () Formal () Semi-Formal
Type of Ceremony: () Single Ring () Double Ring
Name of Florist: _____
Approximate date and time flowers delivered: _____
Music: Name of Organist: _____
Name of Pianist: _____
Name of Soloist: _____
Attendants: Matron/Maid of Honor: _____
Best Man: _____
Number of Ushers: _____ Number of Bridesmaids: _____
(Names of Ushers) (Names of Bridesmaids)

Ring Bearer(s): _____
Flower Girl(s): _____
Acolyte(s): _____

Will flowers be left for worship services on Sunday? _____
Will you use the church candelabra? _____
Will you use the church unity candle? _____
Will you use the church kneeling bench? _____
Will the Bride and Bridesmaids require a dressing room? _____
Will the Groom and Ushers require a dressing room? _____

Reception: () Fellowship Hall () Multi-Purpose Room () Other Arrangements
If Fellowship Hall or Multi-Purpose Room:
Date & Time of Preparations (set-up) _____
Date & Time for Reception _____
Items needed: () Punch Bowls () Punch Cups () Tables () Chairs
() Silverware () Dishes () Table Cloths
() Other _____

Primary Contact Name: _____
Phone Number: _____ E-Mail: _____
Responsible Party for Payment of Fees? _____
Relationship to Bride/Groom: _____