



❧ The 2017 Wedding Guidebook ❧

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≈Introduction≈

Congratulations on your plans for marriage! The Christian wedding ceremony is an act of worship in which two persons enter into a covenant relationship with each other in the presence of God. It is a celebration of love designed to publicly affirm the uniting of two persons in a marriage blessed by God and to fulfill legal requirements. It is a worship service of joy and reverence, and should be one that will be cherished and remembered for years to come. To that end we dedicate these pages.

Our Lord was invited to a wedding in Cana of Galilee. Unfortunately, the invitation sent to Him on that occasion was an afterthought. As you make your plans, we encourage you to ask Him to be your first invited guest.

All of the suggestions and policies in these guidelines are offered through our experience, and in the hope that your wedding will be filled with beauty, dignity, reverence and love. Of course, the Pastor is also available to help with your wedding plans, provide you with assistance in planning a meaningful wedding, and counsel in preparation for marriage.

To ensure that the time you request can be honored, please contact the Church office and the Pastor well in advance. Several sessions with the couple are needed to prepare for the wedding and marriage. If you would like another pastor to be included in the wedding service, arrangements can be made in consultation with our Pastor. The Pastor may be reached by contacting the Church for an appointment. *Bring this guidebook to the first consultation with the Pastor.*

While all of this may seem involved and complex, planning a wedding ceremony involves many details, and these first steps will get you off to a good start.

You will want a wedding coordinator/director. This can be a close friend of the family who has the gift of organizing people and logistics. You will select your wedding coordinator with the assistance of the Pastor at your first counseling session. This person will be responsible for organizing and assisting in the rehearsal by taking care of such details as who will stand in which position, how the bridesmaids will enter the sanctuary, which groomsmen will seat which mother, who will light candles, etc.

On the day of the wedding, the wedding coordinator will “direct” your wedding ceremony from the back, being sure that the wedding begins on time, and that everyone gets to their proper place at the proper moment. This is a big job, but it’s a lot of fun. You will find additional checklists for your wedding coordinator in this guidebook that he/she can follow as you make your preparations.

Where do we begin?

Phone the pastor to have the time and date of your rehearsal and your wedding ceremony placed on the Church calendar. It is necessary that you give the Church *at least three months notice* of your wedding date so that all of the necessary planning can be done properly.

Complete the Wedding Registry for the Pastor and contact the Pastor to

schedule your first counseling session. *It is preferable for you to read this guidebook before your first session with the Pastor*

Contact the accompanist as early as possible to be certain that he/she will be available on the dates you have chosen.

The Sanctuary seating capacity is approximately 250 guests.

A security deposit (refundable) of **\$200** will be required and must be remitted at the time of reservations. The deposit will be returned **14 DAYS** following satisfactory inspection of the facilities.

The following people should be called **immediately** --

1. Church Office (598-4438) to reserve church facilities
2. The Minister (598-4438) Pastor John Hemming
3. Accompanist (Juan Pineda – 908-821-7011)
4. Building Host (Sally Paquette – 804-514-2891)
5. Custodian (Sally Paquette – 804-514-2891)

~ Wedding Registry for the Pastor ~

Date of Wedding Ceremony _____ Time _____
Date of Rehearsal _____ Time _____

Bride's Name _____ Home Phone _____

Address _____ Work Phone _____

Date of Birth _____ Place _____

Occupation _____ Employer _____

Previous Marriages _____ Divorced ___ Widowed ___

Church Membership _____

Parents' Names _____ Attending Wedding? _____
_____ Attending Wedding? _____

Groom's Name _____ Home Phone _____

Address _____ Work Phone _____

Date of Birth _____ Place _____

Occupation _____ Employer _____

Previous Marriages _____ Divorced ___ Widowed ___

Church Membership _____

Parents' Names _____ Attending Wedding? _____
_____ Attending Wedding? _____

Address after marriage _____

Wedding Location _____

Wedding Coordinator _____

If Bride is to be presented in marriage, by whom _____

Maid/Matron of Honor _____ Best Man _____

Bridesmaids _____ Groomsmen _____

Flower Girl _____ (age) _____ Ring Bearer _____ (age) _____

Soloist(s) _____ Reader(s) _____

Location of Reception _____ Florist _____

Photographer _____ Videographer _____

Single/Double Ring Ceremony Formal/Informal No. of Guests _____

Names to be used in ceremony _____

Special Requests _____

Additional dates for Pastor consultations _____

✧Planning Your Wedding✧

Using a Wedding Coordinator:

At the Rehearsal:

Your wedding coordinator will assist the Pastor at the rehearsal as requested. The Pastor will cooperate with the wedding coordinator to provide instruction for the placement of all wedding party participants and in lining-up the wedding party for the processional at the appropriate time.

At the Wedding:

Your wedding coordinator will arrive at the Church at least one hour before the ceremony and provide the following services:

1. Distribute all flowers to be worn or carried by the wedding party.
2. Have ushers light candles 20 minutes before the ceremony.
3. Have designated ushers seat Grandmothers.
4. Cue designated ushers to seat groom's mother, and bride's mother, who should be seated 2 minutes prior to the appointed hour.

The Processional:

The wedding coordinator is responsible for lining-up the wedding party for the processional. The bride and groom can discuss the order of the processional with the Pastor and wedding coordinator. The traditional processional is listed below. However, there are many variations that are appropriate.

As the processional music begins, the Pastor, groom and best man enter, and the wedding party then processes as follows:

Ushers: 2 by 2 or singly about 4 or 5 pews apart

Bridesmaids: Singly, 6 to 8 rows apart

Matron/Maid of Honor: Singly, 6 to 8 rows apart

If a flower girl and/or ring bearer are used, they should precede the Bride

The Recessional:

Following the Benediction, the bride and groom will recess as the recessional music begins. The attendants may recess as couples, i.e. the matron/maid of honor and the best man, bridesmaids and ushers.

When the last member of the bridal party is out, the designated usher returns for the bride's mother. She is followed by the bride's father or escort. The usher returns for the groom's mother next. Grandmothers are also escorted from the sanctuary. The wedding coordinator will signal the Pastor who will then dismiss the other guests. The Wedding coordinator should escort the entire bridal party from the Church and then help them re-enter the Sanctuary for pictures.

Legal Requirements:

A valid marriage license from an issuing court in the Commonwealth of Virginia must be in the hands of the pastor at least twenty-four hours before the wedding rehearsal. Applications may be made at the Clerk of Court's office of the jurisdiction in which either the bride or groom lives. The license is valid for 60 days. No waiting period is required between the issuance of the license and the wedding. Two documents are issued: a license and Certificate of Marriage. Both documents are to be given to the Pastor who will file the completed license with the Court. The Certificate of Marriage will be given to the best man or other responsible person following the ceremony to be delivered to the couple at an appropriate time. For further information, call the Clerk of Court's office in the county or city **in which you reside**.

Powhatan County

The Wedding Ceremony:

Each couple and each wedding is unique. The service of marriage of the United Methodist Church will be discussed with the couple by the Pastor. Special additions such as the unity candle, scriptures, appropriate poems or readings, may be discussed with the Pastor during counseling sessions.

See Service of Marriage section for more detailed information on the ceremony.

Music:

Music is used to enhance the occasion and to add joy and dignity to the wedding ceremony. Since the wedding ceremony is a religious service, the use of Christian music is encouraged. The accompanist is a good resource to discuss the types of music and various selections that are most appropriate to maintain the dignity of a service of worship. The accompanist of Powhatan United Methodist Church is available for weddings as schedules permit. The couple to be married may arrange for an appointment to discuss all music and additional musicians by calling the accompanist.

Flowers and Decorations:

The Bride-to-be will want to make arrangements for floral selections with the florist of her choice well in advance. A floral arrangement for the altar is appropriate. The use of additional items that affect the decor should be determined in consultation with the Pastor. If a candelabra is used only dripless candles may be used in the Chancel where the floor, carpets, and other furniture can be protected. No scotch tape is used. If a florist is used, they will be responsible for any damages caused from any decoration they provide. The florist should contact the Building Host to arrange for an appropriate time for decorating and flower delivery.

Decorations must be removed following the ceremony. ***The bride is requested to advise the florist of these guidelines.*** If desired, altar flowers may be left at the

Church after a Saturday wedding for use on Sunday. In such cases, arrangements should be made with the Church secretary as soon as possible so that an appropriate notice may be included in the Sunday bulletin in honor of the wedding.

The Rehearsal:

The rehearsal is usually held the day/evening prior to the wedding. It helps the participants gain familiarity with what is expected during the service. All members of the wedding party including musicians, ushers and parents are expected to attend. The Pastor is in charge of the rehearsal, and the wedding coordinator will assist the Pastor. ***All members of the wedding party are requested to be in the sanctuary promptly at the designated hour*** so that the rehearsal can begin on time. The rehearsal usually requires no more than forty-five minutes if the participants arrive on time.

Photography/Videography of the Wedding:

Most couples desire the services of a professional photographer and/or videographer to capture highlights of the wedding event. Flash pictures, however, may be taken only before and after the wedding. The photographer may discreetly and in a non-distracting manner take ***non-flash pictures with a silent shutter*** from the rear of the sanctuary during the ceremony. It is best to pose for pictures with the entire wedding party before the service leaving only a few photographs for immediately following the ceremony. Videotaping of the service may be done from designated places only, and without auxiliary lighting.

The Wedding Day:

The bridal party may dress and/or assemble at the Church in rooms designated prior to the ceremony. If the Church is to be used for dressing, arrangements and designated arrival time should be made in advance with the Building Host.

The groom and best man should meet the Pastor no later than twenty minutes prior to the ceremony.

Ushers should arrive one hour prior to the time of the wedding. Candles should be lighted at least twenty minutes before the ceremony begins. The order for lighting the candles will be reviewed at the rehearsal. The ceremony should begin at the designated hour. All seating of guests, mothers and music selections, etc., should be completed by the appointed time of the wedding so that the processional can begin promptly.

The Reception:

The wedding reception may be held in the Church Fellowship Hall, and should be reserved through the Church secretary. When receptions are held at the Church, no alcoholic beverages may be served and no smoking in the building. In lieu of rice,

bird seed or grass seed should be used to shower the bride and groom. However, this should be done outside. Nothing is to be thrown inside the Church buildings.

Financial Responsibilities:

Inasmuch as the financial support of members makes such facilities possible, no fees are required for couples to use the Church facilities when either the bride or groom or their parents are members of the Church. The custodial fee and building host per building is required of both members and non-members.

Note: Some fees may be adjusted or waived at the discretion of the Pastor when the wedding is small or the couple's resources are limited. These matters may be discussed with the Pastor. Additional charges may be applicable for unusual services.

The Pastor will review the physical arrangements for your wedding, the services requested and the total amount of financial responsibilities. A check can be made payable to the Church to cover facilities and services provided. Unless other arrangements are made with the Church, all Church fees must be paid one week prior to the wedding. A separate check should be made to the organist, custodian and building host/hostess and is due at the time of the rehearsal.

Fees for facilities and services are as follows:

Security Deposit \$200 returned after satisfactory inspection of the building

Sanctuary use by non-members: \$250.00

Family Life Center by non-members: \$300.00/8hours MORE than 8 hours \$40/hour

Kitchen: \$150.00

Pastor's Honorarium: Generally \$200

Accompanist (consultation, rehearsal and wedding): \$150

Sound Technician A flat fee of \$75.00 (Set up and tear down) for the technician will be expected at time of the event. Any time over 2 hours will be compensated at \$15.00 an hour.

Custodial Services

- Sanctuary: \$50.00
- Family Life Center: \$75.00
- Building Host: \$125.00

Please complete the Financial Responsibilities summary on the next page and return to the Church office as soon as possible.

Financial Responsibilities Summary

Wedding for _____

Date of Wedding Ceremony _____ Time _____

Date of Rehearsal _____ Time _____

Pastor _____

Facilities/Services:

Sanctuary use by non-members \$ _____

Fellowship Hall use by non-members \$ _____

Pastor's Honorarium \$ _____

Accompanist
(includes consultation, rehearsal and wedding) \$ _____

Custodial Services \$ _____

Total \$ _____

Person assuming financial responsibilities:

Name _____

Mailing Address _____

Day Telephone _____

Please return this form to the church with check made payable to Powhatan United Methodist Church at least one week prior to the wedding.

~ Wedding Checklists ~

Calendar of Events:

Two months prior to the wedding date:

- Return the Wedding Registry for the Pastor to the Pastor.
- Visit the Church to get a feel for the arrangement of the space. You may want to draw a simple diagram of the platform/altar area in the sanctuary. Locate the “Bride’s Room,” the foyer, the nursery, and the rest rooms. Building host will need to be alerted of your visit.
- Be sure that the accompanist has copies of all the sheet music for the pieces to be used during your ceremony including the music that a soloist may have chosen to use.
- Double-check with the Church office to be sure that the date and time for rehearsal and the wedding are correct on the Church calendar.
- Decide whether it is necessary to print directions to the Church and/or site of the reception for out-of-town guests who may not be familiar with the city.

One month prior to the wedding date:

- Confirm the order of service and get the bulletins printed.

Two weeks prior to the wedding:

- Contact your florist, photographer and videographer to confirm arrangements. You may want to meet them at the sanctuary to review placements, etc...Coordinate this with the Building host.

The week of the wedding:

Please refer to the *Pre-Rehearsal Checklist* following the *Calendar*.

The week following the wedding:

- Check with the Building host to see if any articles may have been turned-in following the ceremony.
- Check with the Church office to be certain that the necessary fees have been paid.
- Inform the Church secretary if anything failed to work properly on the day of the wedding, or if anything is in need of repair or maintenance.

~ Wedding Checklists ~

Pre-Rehearsal Checklist:

It is usually helpful (and less stressful!) if several details concerning the wedding ceremony are completed in advance of your rehearsal. The following checklist may be helpful to you.

- Select in advance of the rehearsal which of your groomsmen will:
 - Escort the bride's mother
 - Escort the groom's mother
 - Escort grandmothers
 - Light the wedding candles

- If a unity candle is to be used in the ceremony, please try to bring it to the rehearsal with you.

- Be sure that the best man knows to bring the bride's ring and maid/matron of honor knows that she is responsible for the Groom's ring.

- The bride always walks through her own rehearsal. Please plan to do this and do not arrange for a stand-in unless you have cleared this with the Pastor.

- Please allow sufficient rehearsal time. We will walk through your ceremony at least twice. With a full wedding party, this only takes about forty-five minutes.

- Please speak to the organist before your rehearsal to be certain that you have communicated clearly about the selection of music you have made.

- Rehearsals are usually informal in manner and dress, unless there is to be a formal dinner or party to follow immediately after the rehearsal.

- Please notify the Pastor or Building Host if there are any guests who are handicapped persons so that any necessary steps can be taken to assure their comfort.

- Please be sure that the candles have been purchased and are the correct size (10" or 12", drip less).

- Plan to give directions to all those who will be attending the rehearsal especially to any who may not be familiar with the location of the Church.

- The following persons should be at your rehearsal:
 - Bride and Groom
 - Wedding Coordinator
 - Musicians/Soloists
 - Best Man/Maid of Honor
 - Groomsmen

- Bridesmaids
- Ring Bearer
- Flower Girl
- Pastor(s)
- Parents and others to be seated

~ Wedding Checklists ~

Wedding Coordinator's Checklist:

(to be discussed with Pastor at least one week in advance of rehearsal)

- Discuss keys and operations of the building with the Building Host
 - Entry doors to use
 - Set-up of bride's room
 - Lighting controls in the sanctuary
 - Location of bathrooms
 - Location of telephones
 - Use of nursery facilities

- Discuss format for the rehearsal
 - Organizing from the Narthex
 - Lighting of candles
 - Walk through

- Plan for seating the guests
 - Rule about bride's side/groom's side
 - Rule for seating groom's mother/bride's mother
 - Use of front pews
 - Handicapped seating
 - Use of the candle lighters

- Discussion of the processional
 - Timing the beginning of the wedding (late arrivals)
 - Seating of the bride's mother (cue to musicians)
 - Which are the entree doors for the wedding party?
 - Closing doors after processional concludes
 - In which order do groomsmen and bridesmaids enter?

- Discussion of the recessional
 - Seclusion of bride and groom or receiving line?
 - Bride's mother is first guest to be escorted out
 - The dismissal

- Getting the bride and groom to the reception
 - If the Pastor is to be in the photographs, let them be first.
 - The placement of maps to the reception location
 - Instructing the photographer/videographer. Please make sure that these persons speak to the Pastor prior to the wedding ceremony.

- Collecting personal belongings/gifts/wedding candles/miscellaneous items

~ Wedding Checklists ~

Letter to Photographer:

Dear Mr. John Doe:

We have been advised that you have been engaged as the photographer for the wedding of _____ and _____ which is scheduled to take place in our sanctuary on _____ at _____ o'clock p.m. I welcome you to Powhatan United Methodist Church and look forward to working with you. On behalf of our Church, I want to familiarize you with the Church's policy regarding wedding photographs.

Flash photographs may be taken only before and after the wedding ceremony. No flash photographs are allowed in the sanctuary during the processional and wedding ceremony itself. Non-flash photographs may be taken from the rear of the Church only with a silent, non-audible shutter. Immediately following the ceremony, the wedding party will be guided to the chancel area for photographs. If the Pastor is asked to be in any of the photos, you are requested to take those photographs first. Your cooperation and strict adherence to these policies will help to make the wedding a memorable one.

If you have any questions, please feel free to contact me.

Letter to Videographer:

Dear Mr. John Doe:

We have been advised that you have been engaged as the videographer for the wedding of _____ and _____ which is scheduled to take place in our sanctuary on _____ at _____ o'clock p.m. I welcome you to Powhatan United Methodist Church and look forward to working with you. On behalf of our Church, I want to familiarize you with the Church's policy regarding wedding videography.

Videotaping of the wedding may be made from the rear of the Church and no auxiliary lighting may be used. Your cooperation and strict adherence to these policies will help to make the wedding a memorable one.

Please complete this agreement and send to the church office with security deposit to ensure your event is listed on the church calendar.

**POWHATAN UNITED METHODIST CHURCH
BUILDING USE AGREEMENT**

_____, REPRESENTING _____ request permission to use the appropriate facilities of Powhatan United Methodist Church, the approximate number of participants being _____, for the following purposes: _____

I am responsible for my own set-up and take down. I acknowledge having read and understood the indicated rules and guidelines and agree to accept the facilities of Powhatan United Methodist Church as they are and to be bound by the aforesaid rules and guidelines. It is likewise agreed that we shall be solely responsible for any injury to persons or damage to property that results or occurs during our use of said facility. We further covenant to hold harmless Powhatan United Methodist Church from any damage or liability resulting therefrom. The amount of deposit _____ enclosed.

Signature _____ Date _____

Person Making Reservation _____

Address _____

Phone: Office _____ Home _____

Phone: Cell _____ Email Address _____

For(Organization) _____

Set-Up Date _____ Set-Up Time _____

Program Date(s) _____ Program Time _____

Is this first time this person/group has used facility? ____ If no, date and time of Pre-use Appointment _____

Do you have liability insurance? _____

LOCATION (Use is to be confined to the assigned area)

Christian Life Center Building:	<input type="checkbox"/> Gym	Worship Building:	<input type="checkbox"/> Commons (under 50)
	<input type="checkbox"/> Kitchen (major equipment)		<input type="checkbox"/> Kitchen (major equipment)
	<input type="checkbox"/> Classroom - Number(s) ____		<input type="checkbox"/> Classroom - Number(s) ____
			<input type="checkbox"/> Sanctuary

SPECIFIC NEEDS

<input type="checkbox"/> Number of Chairs (264 ct.)	<input type="checkbox"/> Sound System	
<input type="checkbox"/> Number of Tables (30 ct.)	<input type="checkbox"/> A/C-Heat	Wireless Passcode:
<input type="checkbox"/> Showers	<input type="checkbox"/> Piano/Organ	FYB2E9ADJXX7WF5T
<input type="checkbox"/> Other	<input type="checkbox"/> TV/DVD	

Other Needs: _____

Donations: include page 11.

Questions, contact the church office, 598-4438 or church@powhatanumc.us.

**POWHATAN UNITED METHODIST CHURCH
USE OF CHURCH FACILITIES**

RESERVING THE FACILITIES

1. Any adult person, any member or non-member of Powhatan Church, may reserve the church facilities for activities and programs in accordance with the guidelines for the use of the church facilities.
2. ALL activities or programs or reservations for use of the church facilities must be cleared through the church administrator and put on the master calendar by the church administrator as far in advance as possible. This scheduling is done on a first-come, first-serve basis for church and non-church members.
3. The person reserving the facilities will be held ultimately responsible to the church for proper conduct by that group and leaving the building in proper order.
4. Any time Powhatan Church is sponsoring a church-wide program, there will be NO activity/ programming/ meeting permitted in the church buildings, new or old, during the same time, or within an hour before the program begins, or an hour after the program ends. All activities must be off the premises an hour before such a program begins. The determination of “church-wide” will be made by the Church Council.
5. Adult members of Powhatan Church may reserve the gym free of charge for recreational activities for themselves, and family members, and/or friends. Scheduling will only be done on a week-by-week basis for members and non-members. The church member who reserves the gym will be considered the “supervisor” and will be required to follow the guidelines, “Responsibilities of Supervisors in Gym”. NOTE: If a church member reserves the gym for an organized group or team, fees will be assessed on an “outside group” basis as defined in “Policy and Charges for Use of Church Facilities”. **Due to rising cost of energy a donation will be greatly appreciated.**
6. All activities will be ended by **10:00** p.m. unless prior approval has been obtained from the Policy Committee.
7. Any church in the community may reserve the use of the facilities in accordance with the guidelines. The church using the building will be expected to give a donation to help defray expenses. (See page 3 for guidance)
8. Any requests not covered by these guidelines for the use of the facilities shall be presented to the Policy Committee for a decision.
9. Anyone using the church facilities must meet with the church administrator and or facilities and events overseer to review the guidelines and receive other information.
10. If a church activity requires the use of our facilities, the Policy Committee reserves the right to cancel the activity which had been previously scheduled. In the event of such a cancellation, the church will notify the organization effected as soon as possible or within a one-week period of time.
11. Any person, group, or member abusing the building or its facilities, failing to abide by the rules, financial arrangements, or the established time schedule, shall appear before the Policy Committee before being permitted to use the building again.
12. Non-Church Groups are classified as Not-for-Profit and For-Profit.
 - Not-For-Profit. Powhatan Church encourages the use of its facilities for charitable and community service organizations to the extent that such activities do not conflict with normal church functions or with church group activities.
 - For-Profit. Powhatan Church facilities may not be used for profit-motivated activities without prior approval of the Policy Committee. (Fund-raising projects conducted by organizations from within Powhatan Church are not considered “profit-motivated”).

RESPONSIBILITY IN THE USE OF FACILITIES

1. NO GUM, NO SMOKING OR USE OF TOBACCO PRODUCTS WITHIN THE CHURCH BUILDING, INCLUDING RESTROOMS AND KITCHEN.
2. NO BEER, ALCOHOLIC BEVERAGES, OR ILLEGAL/IMPROPER USE OF CONTROLLED SUBSTANCES inside or outside the building, or on the church property at any time.
3. The use of PROFANITY is prohibited.
4. All equipment, tables, chairs, silverware, glassware, dishes, etc. are to be set up and cleaned and returned to their proper places by the persons or groups using the facilities unless otherwise instructed.
5. The person who makes the reservations for using the facilities will be required to fill out completely and sign the "Building Use Agreement" before this date can be confirmed.
6. Children and youth should have adult supervision **at all times**, so that they do not run through and outside the buildings, play in the hallways, etc.
7. Leave rooms in good order -- like you found them or better. Our Sunday School and Preschool teachers work hard, and their work should not be disturbed. **Turn off all lights.**
8. Doors must be locked when you leave. Pull on the handles to double check.
9. All trash and dirt must be cleaned up and put in **trash bags and taken to the outdoor dumpster. If dumpster is full it is your responsibility to remove the trash from the premises.**
10. All restrooms must be left clean (check that toilets are flushed, water cut off, and lights are out).
11. Any incident that results in damage to the property and/or facility must be reported immediately to the Policy Committee Chairperson or the church office. Those responsible for such damage will be held liable for any repairs or replacements.

IN ADDITION TO THE ABOVE, THE FOLLOWING APPLY TO GYM USE

1. Participants in recreational activities that require the use of the gym must wear tennis shoes or soft soled shoes that will not mark or damage the floor.
2. The consumption of food and beverages are allowed only in the fellowship halls, or for special activities in an area approved in advance by the Policy Committee.
3. The following activities or items are NOT ALLOWED inside the facilities: Soccer, football, baseball, kickball, softball, skating, skateboards, or bicycles. The following inappropriate behavior is NOT ALLOWED in the gym: Dunking of basketballs, hanging or pulling on the nets or rims, throwing, kicking, or batting of balls.
4. The fellowship halls/gym must be cleaned with dust mop (**and damp mop if food/drink are used**). Dust and dirt are to be swept up and put in trash can. **Do not leave dust/dirt in hallway or in janitor's closet.**

**DONATIONS REQUESTED FOR USE OF CHURCH FACILITIES
(OTHER THAN WEDDINGS AND RECEPTIONS)**

USE OF CHURCH FACILITIES BY PUMC GROUPS

- There will be no charge for the use of the gym for a program or activity by individuals and PUMC groups.
- The kitchen equipment (stove, dishwasher, etc.) may be used ONLY if a person approved by the Policy Committee is present.
- All glassware, silverware, plates; etc. that is used (even if only one glass) must be sanitarily washed and put away before leaving.
- Any group assuming the responsibility for serving a meal assumes the responsibility for all activities connected with it, such as tickets, reservations, collection of money, serving personnel, setting up and taking down chairs and tables, and obtaining the required supervisor, etc.
- Persons using the kitchen have full responsibility for adhering to guidelines for facility usage.

USE OF CHURCH FACILITIES BY OUTSIDE GROUPS

Outside groups may reserve the facilities for programs or activity. A security deposit (refundable) of **\$200** will be required from all outside groups and must be remitted at the time of reservations. The deposit will be returned **14 DAYS** following satisfactory inspection of the facilities. **\$100 WILL BE USED FOR CLEANING IF GYM FLOOR IS NOT MOPPED OR OTHER AREAS ARE NOT LEFT CLEAN.**

DONATIONS ARE REQUIRED PRIOR TO BUILDING USE

1. A donation of **\$50 (for up to four hours)** will be requested for the use of any classroom. **\$10 per hour in excess of four hours.**
2. A group using the large kitchen will be requested to make the following donation: **\$150**. If kitchen guidelines are not adhered to, an additional amount will be requested.
3. For the use of recreational **sports** activities in the **Christian Life Center gym, a donation of \$50 for the first hour and \$10 each additional hour. Special arrangements will be made for those groups not using utilities.**
4. A donation for use of the fellowship halls for other than recreational (ball sports) is requested as listed below:

Christian Life Center (Gymnasium) seating 50-268
\$50 per hour minimum of 2 hours or \$300 for 8
hours (more than 8 hours additional \$40 per hour)

Commons seating 50 or less
\$50 (2 hours)

\$125 all day

5. **Set up and take down times other than the day of the event or activity will require additional donations.**
6. **Funeral for non-member: \$200 for sanctuary \$50 for Sound Technician (2 hours or less)**

JOB DESCRIPTION FOR CHRISTIAN LIFE CENTER SUPERVISOR

1. Arrive at gym 15 minutes before the reserved time and meet with the Events and Facility Coordinator.
2. Check all areas of the gym, including the restrooms. Take note of the condition of the building before the group arrives. The building shall be left in good condition.
3. Do not let the group into the gym until the person in charge arrives, if that is not you.
4. Make sure that all rules and guidelines are enforced.
5. Balls are to be used within the bounds of the court ONLY. Playing ball in the hallways is NOT allowed. At no time will balls be kicked or thrown against the walls or the ceiling. Kicking of balls is ONLY allowed for kickball games with young children under adult supervision.
6. After the group is finished using the building, see to it that they dust or damp mop the floor.
7. After the group leaves, **check the restrooms for cleanliness, lock all outside doors, and turn off all lights.**
8. In case of emergency, the Rescue Squad (911), and/or the police (911).
9. The supervisor must be in the gym at all times while on duty.
10. Contact the church office within 24 hours if the building **is damaged in any way** or if the scheduled time was shortened or lengthened.

BUILDING CHECK LIST

BEFORE

AFTER

1. **Leave all dishes and utensils clean**
2. **Equipment turned off**
3. **Toilets flushed**
4. **Chairs/Tables/ Furnishing put back in place**
5. **Carpets vacuumed**
6. **Floors cleaned (swept and mopped)**
7. **Trash Removed**
8. **Lights turned off**
9. **Doors Locked**
10. **Report damage**

GUIDELINES FOR USE OF THE KITCHEN

IF THESE GUIDELINES ARE NOT ADHERED TO, THE PERSON IN CHARGE WILL BE CONTACTED, AND EXTRA FEES WILL BE CHARGED.

1. Approval must be received from the Policy Committee for any individual to use any major equipment.
2. Only an approved kitchen supervisor can give instructions for the proper use of the dishwasher.
3. Church dishes, utensils, pans, etc. MUST be washed in the dishwasher and returned to their proper place.
4. Leave all tables, counter tops, and sinks clear and clean. Use a dry towel on the sinks.
5. Do not leave items in the refrigerator or elsewhere in the kitchen after a function.
6. Empty trashcans, tie plastic bags, and place in dumpster. **If dumpster is full it is your responsibility to remove trash from the premises. Reline garbage cans with plastic bags.**
7. Kitchen floor is to be swept and scrubbed. Broom is in the kitchen. Bucket and mops are in the Janitor's Closet. **This is a must.**
8. Anything broken or out of order should be reported to the church office within 24 hours.
9. All kitchen equipment must be cleaned and left in fit, ready to use condition.

GUIDELINES FOR LOANING CHURCH PROPERTY

1. Folding tables and chairs (**from the Commons area only**) may be loaned to church members. A refundable \$25 deposit will be required at the time the equipment is loaned to church members. EXCEPTION: No tables and chairs are to be loaned for yard sales. **PERSON IN CHARGE -- Church Administrator.**
2. Kitchen utensils may be loaned only upon special circumstances, each request to be approved by the Policy Committee.
 - Pots and pans
 - Eating utensils
 - Plates, glasses, cups and saucers
 - Punch bowl and cups
 - Tablecloths
 - Coffee pots
 - Coolers
3. Sanctuary sound equipment is stationary and may be used. Other sound equipment may be used on the premises by outside groups with proper care.

ITEMS NOT TO BE LOANED

- Grounds Maintenance Equipment
- Choir Robes
- Brass candelabras in Sanctuary (may be used at the church)
- Audiovisual equipment
- TV/VCR

CHURCH POLICY FOR HEATING AND COOLING OF FACILITIES

TEMPERATURE SETTINGS

GYM

1. The Gym will be maintained at the following temperatures year round **EXCEPT** in the summer: **HEAT - 65; A/C - 78.**
2. For special programs, wedding receptions, and any outside group programs as approved, the gym thermostats may be set between: **HEAT - 65 TO 72; A/C - 72-78.**

CLASSROOMS

1. ALL rooms will be kept heated to at least 50 at all times during the heating season.
2. Any temperature settings other than those listed are to be cleared through the Policy Committee.

ALL FACILITIES

1. Temperatures for meetings, Sunday School, and other uses of our facilities are to be set as follows:
HEAT - 72; A/C - 75.