

Bethany of Fox Valley United Methodist Church Building Use Fees and Regulations

Members and friends of Bethany of Fox Valley United Methodist Church and other organizations and groups whose purposes are consistent with those of the Church may request use of the building and its facilities in accord with the following fees and regulations.

Fees for Building Use & Equipment:

Number of Rooms	1	Left or Right side	Entire Space	Sanctuary	Outside Bldg. Use
Members	No Charge	No Charge	No Charge	No Charge	No Charge
Non-profit groups (Must provide copy of 501c3 status) (No charge for first 2 hrs)	\$30.00	\$65.00	\$95.00	\$80.00	\$50.00
Non-Members	\$30.00	\$65.00	\$95.00	\$80.00	\$50.00 (3hrs)
Addl. Rate (> 3 hrs.)	\$6.00/hr	\$10.00/hr	\$15.00/hr	\$15.00/hr	\$10.00/hr
Maximum # People	15	75	125	150	N/A

Rates are for minimum rental period of 3 hours

If event is cancelled within one week prior to the date, a 25% cancellation fee will apply. If event is cancelled with less than 48 hr. notice, a 50% cancellation fee will apply.

1) All deposits, fees and room charges are due and payable to the church office prior to date of use.

- i. A \$50.00 refundable key deposit will be charged and due at time of reservation. You will be issued a lockbox code.
 - a) The key lockbox is located to the right of the door and will carry the code issued. If a key is not present in the lockbox locked on the day following the event, the \$50.00 deposit will not be refunded.
 - b) If any exterior door(s) are left unlocked or lights are not shut off, the \$50 deposit will not be refunded.
- ii. A \$75.00 refundable deposit will be charged and due at time of reservation.
 - a) Any group, when leaving building, must dispose of rubbish, wipe off tables, countertops and sinks, close windows, and turn off lights. Church building and kitchen area should be left clean. Group will be charged for any clean up expense and will be billed if it is in excess of deposit. Cleaning supplies are available.
 - b) All trash should be bagged and deposited in Dumpster before leaving premise. Dumpster is located to the north side of the entrance area located within the fenced in area.

2) All arrangements for use of the building and facilities must be made in advance through the Church Secretary and with approval from the Board of Trustees.

- i. Church programs and organizations shall have priority in use of the church facilities in scheduling arrangements.
- ii. Local volunteer service organizations (e.g. Scouts, Neighborhood Watch) may use the building at no cost as schedule and space permit.

3) Building Use Policies:

- i. Use of tobacco is prohibited inside the building and alcoholic beverages are not permitted on the property.
- ii. All exterior doors must be locked when leaving the building. Doors with crash bars must be checked to be certain they are latched. Building must be secured, cleaned, and vacated by 10 pm.
- iii. All parties are responsible for any damage to Church property and contents caused by the group. The Church reserves the right to require proof of insurance.
- iv. Whenever children or youth are present, adult supervision is required.
- v. BFV-UMC assumes no responsibility for any injuries sustained by an individual while using the building or premises

4) The property of the Church shall not be removed from the Church without approval from the Board of Trustees. After that approval a check out sheet will need to be signed in the Church Office.

All special requests and arrangements not covered by these regulations shall be considered by the Board of Trustees.

Bethany of Fox Valley United Methodist Church * 2200 Ridge Avenue, Aurora, Illinois 60504 *
(630)851-8010 fax (630) 851-8015 * info@bethanyfoxvalleyumc.org Revised 02/14/13

EMERGENCY CONTACT # _____

Building Use Request Form

Name of Group: _____

Address: _____

Name of Person in Charge: _____

Home Phone Number: _____

Work or Cell Phone Number: _____

Email Address: _____

Date(s) _____ Day(s) _____ Time of Meeting(s): _____

Number of Rooms Required: _____ Number of People Expected: _____

Kitchen space **\$25** (space only -no oven) (circle): Yes No

Sound System w/ 1 microphone **\$25** (circle) Yes No
Additional microphones # _____ @**\$10** each = _____

Projector & Screen **\$35** (circle) Yes No

Meeting Purpose: _____

Additional Requirements:

Chairs _____ # Tables _____

Other _____

To be completed by the Trustee Committee

Date requested _____

Approved by: _____ Date _____

Calendar checked _____ Office Notified _____ Trustee contact person _____

Payment Rec'd _____ Key code issued _____ Deposit Rec'd _____

Lockbox Checked for Key _____ Building Checked for Clean Up _____

Deposit Returned _____

Checks should be made Payable To: Bethany Fox Valley-UMC