

# SPACE RENTAL FEES & REGULATIONS

## BETHANY FOX VALLEY UNITED METHODIST CHURCH

2200 Ridge Avenue. Aurora. IL 60504

630.851.8010 / info@bfvumc.org

Office Hours: Tuesday-Friday 9:00am – 12:30pm

After hours leave message on voicemail or email. Office will contact you the next business day.

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### BUILDING RENTAL

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

1. All arrangements for building use/rental must be made in advance through the church office and approved by the Board of Trustees.
2. Church programs and members have priority use of church facilities in scheduling arrangements. This applies to any available/open date(s). In instances when the facility has a scheduled rental in place, members will need to select an alternate date and/or space.
3. There are no fees for space usage for members of BFVUMC.
4. There are no fees for classroom usage for approved Music Lesson instruction. Please read guidelines and restrictions under **CLASSROOM RENTALS** for full details.
5. Access to the kitchen is included in all space rented in the Fellowship Hall only. Please refer to Kitchen Use section for specific guidelines and restrictions.
6. Building and restrooms are handicap accessible.

### BUILDING & PROPERTY RENTAL FEES

SPACE	MIN 3HR RENTAL	ADDT'L HRLY RATE	MAX # PEOPLE	SQ FT	SECURITY DEPOSIT*
Fellowship Hall 1 Room	\$ 50.00	\$ 10.00	15		\$ 75.00
Fellowship Hall Half Space	\$ 85.00	\$ 25.00	75		\$ 75.00
Fellowship Hall Entire Space	\$175.00	\$ 50.00	125		\$150.00
Sanctuary	\$ 85.00	\$ 15.00	240		\$ 75.00
Classroom(s)	\$ 50.00	\$ 10.00	4		\$ 75.00

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### PAYMENT & DEPOSITS

1. All payments and deposits should be made by check to: **BFVUMC**
  - a. Separate checks are required for space rental, key deposit and security deposit.
  - b. Refundable deposit checks will be returned within 15 business days of scheduled event date.
  - c. If key and/or security deposit is forfeited, you will be notified within 5 business days of event.
2. All space rental payments are due to the Church office 1 week prior to scheduled event date.
3. All deposits are due to the Church at time of reservation:
  - a. Refundable key deposit: \$50.00
    - i. You will be issued the lockbox code and instructions the week of your scheduled event.
    - ii. **Deposit will be forfeited if key is not returned to lockbox, lost or if any exterior doors are left unlocked and/or windows left open.**
  - b. Refundable security deposit: As listed above
    - i. Renters are responsible for leaving the area clean and shut down.
    - ii. Please account for set-up and clean-up time when setting the hours for your event. All participants must be out of the building at the scheduled end time to allow for maintenance team access to the space.

- iii. **Security deposit will be forfeited if event exceeds scheduled time and/or space is not left clean.**

### **BUILDING & PROPERTY USE POLICIES**

1. Use of tobacco is prohibited inside the building.
2. Alcoholic beverages are not permitted on the property.
3. Fireworks of any kind are not permitted on the property.
4. Adult supervision is required whenever children or youth are on the property.
5. All parties are responsible for any damage to Church property and/or contents. The Church reserves the right to require proof of insurance.
6. BFVUMC assumes no responsibility for any injuries sustained by individuals while using the building or premises.
7. Property of the Church may not be removed from the Church without approval from the Board of Trustees.
8. Special requests and/or arrangements not outlined in these regulations must be submitted to the Board of Trustees for review and approval.
9. Decorations may be placed on the walls and/or partitions only using blue painter's tape. Staples, masking or clear tapes are not permitted.

### **KITCHEN USE**

1. Use of the kitchen is included in all space rented in the Fellowship Hall. This includes use of:
  - a. Microwave oven located on the back wall by stove.
  - b. Refrigerators and freezer.
  - c. Sink with Disposal unit. This is located along the wall by kitchen entry points. Instructions for operating the disposal are posted on the wall. Please **DO NOT use the 3 partitioned sink unit** in the middle of the kitchen for food disposal. This is a sanitation sink. Dishes, cups and silverware can be rinsed and washed at the disposal sink.
  - d. **Stove and oven unit is not for use.**

### **CLEAN UP & SHUT DOWN**

1. Renters are responsible for leaving the area clean and shut down. This includes: deposing of all rubbish, wiping tables and countertops and sinks, vacuuming carpeting, closing windows and turning off the lights.
  - a. Cleaning sprays and paper towels may be found under the small sink cabinet located near the refrigerators.
  - b. There are 2 large garbage cans (already bagged) located in the kitchen area. Additional large black garbage bags can be found in the lower cabinet located by the kitchen entry. After disposing of garbage from your event you do not need to replace the bags. This will be handled by the maintenance team.
  - c. Vacuum cleaner will be located in the hallway by restrooms. In the event there is no vacuum, please notify the office so you are not penalized.
2. Tables and chairs may be left as is and will be properly stored by the maintenance team.
3. Garbage Disposal
  - a. Dumpster is located to the North side of entrance within the fenced area.
  - b. All trash needs to be bagged and deposited in the Dumpster.
  - c. All boxes need to be broken down prior to disposal.
  - d. Lids on dumpster must close flat.
  - e. In the event of overflow, sealed bags of garbage should be placed against the wall in fenced area.
4. Restroom/Kitchen
  - a. Please check to ensure all faucets are turned off.
5. Sanctuary
  - a. Please ensure trash is deposed into trash containers, chairs straight, lights turned off and exterior doors closed, if opened during event.
  - b. It is not necessary to vacuum the space after your event.

6. **Clean up and all participants must be out of the building at the scheduled end time. Failure to comply will be an automatic forfeiture of security deposit.** We schedule teams to prepare the space for church use after events which includes set up as well as additional cleaning and sanitation of space (restrooms/kitchen). In fairness to their time, we ask that you please ensure you and your guests have vacated the property at the scheduled time.

### **CLASSROOM RENTALS**

1. BFVUMC is opening up classroom space for private music instruction effective Sept 2021 through May 2022. **Classroom rental is only available for music instruction at this time.**
2. Classroom space will be free to approved music instructors and their students. However, a security deposit for the classroom in the amount of \$75.00 and a \$50.00 key deposit is required upon acceptance of the space agreement. Both are refundable deposits provided there is no damage to the property and /or loss of key.
3. You will be issued a lockbox code for key to access the building. This code should not be shared with students or any other individuals.
4. Reservations and security deposits for the space must be made on the online sign up system at [BFVUMC.org](http://BFVUMC.org)
5. Classroom occupation is limited to 4 people maximum (1 adult instructor and 3 students).
6. An adult must be present when minors are in the building.
7. All other Building & Property Use Policies apply.