

Edgerton Memorial United Methodist Church Facility Use/Rental Rates

Package Rates*:

4 hours Fellowship Building: \$300

8 hours Fellowship Building: \$500

4 hours Sanctuary: \$300 (Ceremonies only; Pastor must approve officiant.)

**Members in good standing may receive a 50% discount.*

Additional Charges (All Users)

Additional Hours: \$50 per hour

FEE CALCULATION

Description	Fee
Fellowship Hall	\$ _____
Sanctuary	\$ _____
Additional Hours (x \$50/hr)	\$ _____
50% Deposit (Due Now)	\$ _____

All rentals require a 50% non-refundable booking fee.

BALANCE DUE \$ _____

Must be paid in full 7 days prior to the event date.

Standard Rules for Use of Church Property

Edgerton Memorial United Methodist Church (“EMUMC”) seeks to glorify God by offering its facilities for appropriate religious, charitable, and community purposes. These rules are intended to ensure respectful, safe, and responsible use of church property in a manner consistent with our Christian values and the mission of the United Methodist Church.

1. Scheduling and Reservations

All facility use must be approved in advance by the church office. A completed Facility Use Request Form must be submitted no less than two (2) weeks prior to the requested event date. Church-sponsored events receive scheduling priority. Approval is subject to availability and compliance with these rules.

2. Fees and Payments

Payment Terms: A 50% *non-refundable* payment is required at the time of booking. The remaining balance is due no later than seven (7) days prior to the event date.

Responsibility for Damages: The individual or organization signing the Facility Use Agreement will be held financially responsible for any damages, loss, or excessive cleaning resulting from the event. An invoice, due within 30 days, will be issued via USPS certified mail for all repair or replacement costs.

3. Permitted Uses and Restrictions

Facilities must be used in accordance with the doctrines and values of the United Methodist Church. Events must be respectful, peaceful, and consistent with Christian conduct. The Sanctuary may be subject to additional guidelines for weddings, funerals, and musical events, as determined by the pastor or worship committee. *The following are strictly prohibited:*

- Smoking, alcohol, or illegal substances
- Gambling or games of chance
- Political rallies or partisan events
- Any activity inconsistent with the church’s mission
- No pets are allowed inside buildings unless they are trained and certified service animals.
- No adhesives, tacks, nails, or tape may be used on walls, furniture, or pews which cause damage.

4. Behavior and Supervision

Children and youth must be supervised by responsible adults at all times. All guests are expected to treat church property and furnishings with care and respect. Noise must be kept at appropriate levels, especially during regular office hours or scheduled worship services.

5. Setup and Cleanup

Renters are responsible for setup, takedown, and cleanup of their events. Rooms must be returned to their original condition. All trash must be disposed of in designated containers or removed from the premises.

6. Security and Access

All accidents, property damage, or safety concerns must be reported to the church office immediately by calling or texting 984-310-4710.

7. Insurance and Liability

External groups may be required to provide a Certificate of Insurance, listing Edgerton Memorial UMC as an additional insured. Users assume full responsibility for personal belongings; the church is not liable for lost, stolen, or damaged property.

8. Cancellations

Notice of cancellation must be provided at least *72 hours* in advance. Deposits are non-refundable.

9. Agreement and Acknowledgment

By signing the Facility Use Agreement and/or using the facilities of Edgerton Memorial United Methodist Church, you agree to abide by these policies in full. Failure to comply may result in cancellation of current or future reservations and/or additional fees.

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Facility Use Request/Rental Form

1. CONTACT INFORMATION

Name of Responsible Organization or Individual: _____

Primary Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

2. EVENT DETAILS

Event Title/Purpose: _____

Date(s) Requested: _____

Start Time (including setup): _____ End Time (including cleanup): _____

Is this a recurring event?

Yes No

If yes, please list frequency: _____

3. SPACE(S) REQUESTED (Check all that apply)

Sanctuary

Fellowship Hall

Tables (setup not included)

X # _____ 6' Rectangle

Chairs (setup not included)

X # _____

4. EXPECTED ATTENDANCE

Approximate Number of Guests: _____ (Maximum: 120)

Will children be present? Yes** No

Will food be served? Yes No

Is outside equipment being brought in? Yes No

If yes, please describe:

5. AGREEMENT

I have received, read, and agree to abide by the **Standard Rules for Use of Church Property.**

I understand that I am responsible for ensuring compliance during the use of the church facilities, and for any damages incurred. I understand that my reservation is not confirmed until this application is approved and the required non-refundable deposit is received.

Signature of Responsible Party:

Name: _____ Date: _____

Group/Organization: _____

Church Representative Approval

Name: _____ Date Approved: _____

Title: _____

6. FOR CHURCH USE ONLY

- Application Received: ___ / ___ / ____
- Approved Denied
- Notes/Conditions: _____
- Approved By: _____
- Date of Approval: ___ / ___ / ____
- Deposit Received: \$_____ on ___ / ___ / ____
- Balance Received: \$_____ on ___ / ___ / ____