

# Stevensville United Methodist Church

216 College Street, Stevensville, MT 59870  
steviumc@gmail.com ~ 406-777-5443

## Facility Use Agreement

This agreement is made and entered into on \_\_\_\_\_, 20\_\_\_\_, by and between the Stevensville United Methodist Church (SUMC) and \_\_\_\_\_ (referred to as the "Group"). Subject to the terms of this agreement, SUMC will provide the requested space for the Group's use.

Group Name: \_\_\_\_\_

Address of Group: \_\_\_\_\_

Contact Name / Phone / Email: \_\_\_\_\_

Program Date(s): \_\_\_\_\_

Time Needed: \_\_\_\_\_

- **One-time** or **Recurring** or **Multiple-day Use** (circle one)
- Set up Time/Clean up Time: \_\_\_\_\_

Number of Occupants: \_\_\_\_\_

Purpose: \_\_\_\_\_

Total Donation / Fee: (see Fee Schedule page for calculation) \$ \_\_\_\_\_

Deposit paid in advance of use: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_

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My signature below is acknowledgement that I have received, read, and understand both the Stevensville United Methodist Facility Use Policy and the Fee Schedule.

Group Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

SUMC Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

### General Use - Fee Schedule

Fellowship Hall: Capacity: 100 w/ table & chairs  
Room set up configuration: \_\_\_\_\_

Hall only \$ 75 (up to 3 hours)  
\$100 / half day (7am-12N; 12N-5pm)  
\$150 / full day (overnight)

Use of kitchen \* \$100/event  
(\* includes use of all appliances, dishes, flatware, and napkins.)  
All beverages, food and condiments are supplied by the renting party.  
All left over food/beverage items must be removed at the end of the function.

Sapphire Early Learning Center (SELC) Classroom / Conference Room/ Library:  
Capacity: \_\_\_\_\_  
Room set up configuration: \_\_\_\_\_

Classrooms/Conference Rm/Library only: \$50 (up to 3 hours)  
\$75 / half day (7am-12N; 12N-5pm)  
\$90 / full day (overnight)

Classroom with Fellowship Hall Rental: FH rate (above) + \$25 (up to 3 hours)  
FH rate (above) + \$35 / half day (7am-12N; 12N-5pm)  
FH rate (above) + \$35 / full day (overnight)

Custodian Fee: \$50/hr for any special cleaning required beyond the room's original condition.

Wedding Facility Rentals (see separate document)

Funeral Facility Rentals (see separate document)

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Equipment/Room Needs (please identify below – equipment available for use in any room according to size)

(8) round tables \_\_\_\_\_  
(4) 8-foot tables \_\_\_\_\_  
(4) small tables (30"x60") \_\_\_\_\_  
Folding chairs \_\_\_\_\_ per table or \_\_\_\_\_ total w/o table(s)  
Projector \_\_\_\_\_  
TV & DVD player with HDMI connection \_\_\_\_\_  
White board \_\_\_\_\_  
Portable sound system (1 mic and 1 speaker) \_\_\_\_\_

**A deposit of 50% of the fees and the \$250 refundable damage/cleaning is required at the time of the contract with balance due at the time of use. Checks for the fees for the use of the Fellowship Hall and the Sanctuary should be made out to the order of the **Stevensville United Methodist Church.****

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## Facility Use Policy

### Introduction to Spaces

1. Sanctuary: The Unified Board must approve the use of the Stevensville United Methodist sanctuary and piano for any purpose other than normal worship services. The sanctuary is open and available to all who wish to use it for worship and private or communal prayer when the church building is open. The sanctuary is to be treated with reverence at all times. All of the guidelines outlined below for use of the fellowship hall pertain to the sanctuary.
2. Fellowship Hall: This church, as part of its ministry and outreach to the community, welcomes the opportunity to make available its facilities for use by responsible groups for meetings, seminars, and receptions. In the continuing effort to provide a clean, safe environment and accommodate a variety of users, the church has established the following set of guidelines.
3. Sapphire Early Learning Center (SELC) classrooms: These rooms are available after regularly scheduled SELC hours during the week and on Saturdays. All of the policies and restrictions herein apply.
4. Conference Room: This room has doors that can be closed for privacy in addition to a private bathroom. While the space is limited, seating can be arranged around an 8-foot table with chairs.
5. Library: Located between the sanctuary and church office, this space can accommodate tables and chairs.

### Building Use Specifics

1. Designate a contact person whom the church may call for coordinating the use of the Fellowship Hall.
2. Return the space to the condition you found it and dispose of any garbage.
3. Keep in mind that the supplies in the church building are there for church, church school, church youth groups, and study groups of the church only.
4. Make sure that if a group regularly keeps supplies in the church building, their supplies are put away in a space allotted by the church.
5. Visitors either need to sign in during SELC school hours, or bring a roster with them to deliver to the SELC, upon arrival.
6. Be responsible for supervision of any children in your group. We ask this for your protection and ours in case of an accident.
7. Agree not to remove anything from the church premises.
8. Agree to adhere to the alcohol, tobacco, drug, and firearm-free campus.
9. Park in appropriate areas. It is the intent of SUMC to be good neighbors, thus we ask you to observe the following when our parking lot is full. Parking only on the church side of the streets. Parking is allowed on the grass boulevards between the street and sidewalk, diagonal parking, nose to sidewalk for maximum capacity.

## **People/Groups Eligible to Rent**

In general, groups using the church facilities will fall into one of three categories. Exceptions will be referred to the Chairperson of the Trustees.

Category 1: Outreach/non-profit organizations such as scout groups, Cursillos, reunion groups, support groups, etc. In general these groups will use the church facilities on a regularly scheduled basis. There will be no charge to these groups, but they must follow carefully the guidelines for facility use. In addition, they will be responsible to ensure that the church is properly cleaned up, heat turned down, and the doors locked before leaving after a meeting.

Category 2: Non-Methodist/For-profit organization requesting use of the classrooms, the Fellowship Hall and/or the kitchen. In the following use guidelines, a person from the user group must inform the church of its requirements. All steps will be taken to try to accommodate all requests that fall within the previously described guidelines. If groups require the use of the kitchen, they will be responsible to see that the kitchen is left in proper order. User groups will be required to read and complete this form. Fees for above uses are described in the "General Use Fee Schedule".

Category 3: Use of the church for funerals, weddings and receptions. It is the responsibility of the bride and/or groom to contact and arrange with:

1. Pastor
2. Soloist(s)
3. Pianist
4. Photographer
5. Cater

See the Wedding/Reception Information and Fee Schedule and General Use Fee Schedule for all charges

**For Church Use**

Application reviewed with applicant(s): \_\_\_\_\_ (date)

Guidelines/Requirements reviewed with applicant(s): \_\_\_\_\_ (date)

Fees Reviewed/estimate provided: \_\_\_\_\_ (date)

Approval of Application: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Coordinator: \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
Phone / Email \_\_\_\_\_

Copy of approved application returned to applicant on: \_\_\_\_\_ (date)

The information listed below is to assist the development of the following for internal use:

Identify the steps for confirming the rental:

1. Check the calendar
2. Check availability of personnel involved, especially the Pastor.
3. Ensure paperwork complete; follow-up with requestor for any missing information / documents

Signage and information sheet on:

1. Dish use and items available.
2. Directions on the use of the sanitizer.
3. Identify those items/areas off limits such as SELC specific.

Contact Person Information

1. Show renters cleaning supplies and equipment.
2. Ensure the door is unlocked before gathering and teach how to lock the door.
3. Arrange process for the drop-off of any floral arrangements, cake delivery, caterer access, etc.
4. Equipment use – room set up configuration, supplies, etc.
5. Kitchen equipment available (i.e. refrigerator, stove/oven, etc.)
6. If other contact person needed (i.e. sound equipment), ensure what needs to be done and by whom.
7. Location for changing of clothes if needed.

**Room Capacities** (Standing based on USABLE floor space, variable in SELC classrooms)

**½ of the capacity available if tables & chairs are used**

- Fellowship hall 207
- Library 46
- Conference room 28

SELC classrooms

- Infant Room 39
- Toddler room 26
- 2 yr room 49
- pre-school room 59
- Sr, preschool 90
- After School room 101

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### Wedding / Reception Information and Fee Schedule

Groom Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

(phone)

(email)

Bride Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

(phone)

(email)

Others: \_\_\_\_\_

(phone)

(email)

Rehearsal Date/Time: \_\_\_\_\_

Wedding Date/Time: \_\_\_\_\_

**Pastor Participation:** The Pastor delights in curating a beautiful and meaningful experience for a couple's marriage. This includes planning the service with the couple, facilitating a rehearsal and performing the wedding ceremony. The Pastor also has a long-term view for marriage and requires premarital counseling either with the pastor or outside counselor in order to perform the wedding ceremony.

Anyone married on the grounds of SUMC will need to include the pastor of record during the ceremony, even a minimal way of greeting the congregation.

#### Fees include:

- 3 pre-marital counseling sessions: \$200
- 1 ceremony planning time & rehearsal: \$100
- Wedding ceremony: \$100

Offsite weddings: extra fees may be included to cover mileage and travel time

Use of sanctuary \$100/day

Aisle Runner (optional) \$25/day

Pianist (SUMC provides) \$35/hour

Sanctuary use includes the use of candelabras, floor flower baskets and a wedding banner.

The United Methodist Women of Faith are available to serve any reception held in the church upon request.

See the "General Use - Fee Schedule" for other applicable fees depending on requested use.

NOTE: Rice or birdseed are **not** permitted inside or outside the church.

A deposit of 50% of the fees and the \$250 refundable damage/cleaning is required at the time of the contract with balance due at the time of use. Checks for the fees for the use of the Fellowship Hall and the Sanctuary should be made out to the order of the **Stevensville United Methodist Church**.

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**Funeral / Reception Information and Fee Schedule (Facility)**

Contact Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
(phone) (email)

Date/Time: \_\_\_\_\_

**Pastor Participation:**

The Pastor seeks to offer a place and time of healing and acknowledging the death of a loved one. Therefore, the Pastor will plan to meet with the family/loved ones to share stories and craft a service around the desires of the deceased and loved ones. The Pastor will preside over the funeral service and a graveside service as needed.

**Fees include:**

- \$125 total for the time with family and funeral service(s)
- Offsite funerals: extra fees may be included to cover mileage and travel time

Use of sanctuary	\$100/day
Pianist (SUMC provides)	\$35/hour

Sanctuary use includes the use of screens for a video slideshow.  
The United Methodist Women of Faith are available to serve any reception held in the church upon request.  
See the "General Use – Fee Schedule" for other applicable fees depending on requested use.

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