

Appendix A – Facility Use Agreement

VERONA UNITED METHODIST CHURCH FEE & SECURITY DEPOSIT SCHEDULE

1. The Facility Use Review Team are the only persons authorized to reserve church facilities. The church office is staffed Monday through Friday, 8:30a.m. – 3 p.m. The church office telephone number is (540) 248-7777; the administrative assistant may be contacted via e-mail at: www.veronaumc.com.
2. **Arrangements for the celebration of a wedding should be made *at least six (6) months* prior to the intended date of the ceremony.** This will help ensure scheduling conflicts are avoided.
3. **Arrangements for all other events (use of any church facility) should be made *at least one (1) month* prior to the intended date of use.**
4. **Rules pertaining to the use of church facilities.**
 - a. **The church’s custodial staff is responsible *only* for the church interior.**
 - b. **The possession and/or use of alcohol on church property are *strictly prohibited and will result in forfeiture of ALL security deposits.* The use of tobacco products anywhere inside the church building is *strictly prohibited and will result in forfeiture of ALL security deposits.***
 - c. **All equipment must be cleaned and returned to its original storage space.**
 - d. ***ALL specified fees/security deposit(s) MUST be paid in-full 48-hours prior to the Event Time Start; for weddings, ALL specified fees/security deposit(s) MUST be paid in-full prior to the start time of the rehearsal. Please make one check payable to “Verona United Methodist Church” with the event identified in the memo line.***

NOTE #1: The member fees below apply only if the bride and/or groom, or a parent or grandparent of either has been members of Verona UMC for at least 12 consecutive months immediately prior to the wedding.

NOTE #2: For weddings, the use of the sanctuary for the rehearsal and wedding ceremony is included in the fee for the sanctuary. Use of the Betty Reeves Memorial Hall/Social Hall for the rehearsal dinner and wedding reception is included in the fee for the BRMH/Social Hall. Use of the Kitchen for the rehearsal dinner and wedding reception is included in the fee for the Kitchen.

NOTE #3: Weddings are a part of the normal responsibility of the pastor and no fee is charged to *official church members* (defined as the bride or groom or the parents or grandparents of either) for the pastor’s services. However, weddings involve significant additional duties, include pre-marital counseling, the wedding rehearsal, and the wedding ceremony. It is traditional for the groom to present the pastor with an honorarium for his services.

NOTE #4: The security deposit(s) only cover(s) incidental charges to correct minor damage. If there is damage to any church property, additional charges will be assessed. The Applicant may make a

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request no sooner than 48-hours after the Event Time End to have the security deposit(s) refunded if there are no damages.

NOTE #5: The sound technician fee does not provide for or include services for a DJ. DJ services shall be negotiated separately and coordinated with the church's Sound Technician.

NOTE #6: The Church does not provide charcoal or starter fluid with use of the Barbecue area.

5. The following FEE and SECURITY DEPOSIT SCHEDULE applies to NON-MEMBERS:

A. Use of sanctuary	\$200.00
B. Use of the Betty Reeves Memorial Hall (BRMH)/Social Hall	\$200.00
C. Use of the kitchen	\$100.00
D. Security Deposit – Sanctuary/BRMH/Social Hall	\$100.00
E. Security Deposit – Kitchen	\$100.00
F. Use of Barbecue area (includes use of racks)	\$100.00
G. Custodial Services – (sanctuary, narthex, men's/ladies' rooms, church parlor)	\$200.00
H. Custodial Services – (BRMH/Social Hall, kitchen)	\$100.00
I. Wedding coordinator (Verona UMC)	\$200.00
J. Musician/vocalists	to be negotiated
K. Sound technician (if required)[See NOTE #5]	\$100.00
L. Pastoral services (pre-marital counseling, wedding planning)	\$200.00

6. The following FEE and SECURITY DEPOSIT SCHEDULE applies to members:

A. Use of sanctuary	No Charge
B. Use of the Betty Reeves Memorial Hall (BRMH)/Social Hall	No Charge
C. Use of the kitchen	No Charge
D. Security Deposit – Sanctuary/BRMH/Social Hall	\$100.00
E. Security Deposit – Kitchen	\$100.00
F. Use of Barbecue area (includes use of racks)	\$100.00
G. Custodial Services – (sanctuary, narthex, men's/ladies' rooms, church parlor)	\$75.00
H. Custodial Services – (BRMH/Social Hall, kitchen)	\$50.00
I. Wedding coordinator (Verona UMC)	\$125.00
J. Musician/vocalists	to be negotiated
K. Sound technician (if required)[See NOTE #5]	\$50.00
L. Pastoral services (pre-marital counseling, wedding planning)[See Note #3]	\$100.00

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**ADOPTED BY THE CHURCH COUNCIL OF VERONA UNITED METHODIST CHURCH ON
May 17, 2011**

BY:

Jerry R. VanLear, Church Council Chairperson