

## **SMYRNA FIRST UNITED METHODIST CHURCH**

Thank you for choosing Smyrna First United Methodist Church for your special day. We ask all who are involved in the planning and participation of this event remember that they are in God's house and on Church property.

Before we can reserve the Sanctuary or Chapel for your event, the attached Event Application must be completed and returned to the church office along with a **non-refundable deposit** of \$100.00. **Full payment of all event (other than weddings) fees must be made two weeks prior to the event date.**

Attached to the Event Application you will find our Event Guidelines. Please read these guidelines very carefully. **Signing the event application indicates you have read the guidelines and schedule of charges and are willing to abide by the regulations.**

The Church has a Sanctuary that seats approximately 385 people and a Chapel that seats approximately 150 people. The Fellowship Hall will accommodate approximately 160 people. Please indicate on the application form which areas of the church you will require so they can be reserved for you.

No outside events will be held during Holy Week or during the period December 23 through December 26. If the Sanctuary is used during Advent and Christmas, decorations put in place by the Altar Guild must be used and may **NOT** be moved or removed. Church members will be given preference in scheduling events, especially during the month of December. The facility is available to be reserved from 7 am to 9 pm Monday through Friday. Any event scheduled for a Saturday must conclude before **8:00 P.M.** The Church facilities are not available to outside groups for events on Sundays.

Approved Sept., 2011  
Updated 8/25/2014  
2/4/2015

**SMYRNA FIRST UNITED METHODIST CHURCH**  
**Sanctuary and Chapel Usage (other than weddings)**  
**EVENT GUIDELINES FOR NON-MEMBERS**

1. Once your Event Application has been approved, a Church Host/Hostess will be assigned to you. He/She will contact you once he/she has been notified. Please note, the Host/Hostess is responsible to answer any questions you have regarding the guidelines and to make sure those guidelines are up-held.
2. Only organists provided by the Church may be used for Events. You must make arrangements with them yourself. They have set fees and must be paid prior to the Event. Your Church Host/Hostess will be able to provide you with the phone numbers you will need in order to contact them. Any competent pianist may play the piano. Music should be of a religious or classical nature in keeping with the sanctity of the house of God.
3. If you are in need of our sound system, a Sound Technician will be assigned to your Event. Only Church Sound Technicians can be used to operate the sound system. All recorded or taped music must be presented to the sound technician prior to the event.
4. When the Sanctuary or Chapel is used for Events, all worship items must be treated with respect and protected from abuse. The high altar table must remain with the proper altar cloths in place. Some items may be moved with the permission of your Event Host/Hostess. Use of candles, plants, kneeling benches (we have one available), etc., must be approved by your Host/Hostess.
5. Only Methodist religious services may be performed in the Church unless prior approval is granted by the District.
6. Decorations may not be placed on the high altar table in the Sanctuary. Only drip less candles are to be used. Only silk or paper flower petals may be dropped in the Church buildings. No tacks, screws, nails, staples, wire, glue or scotch tape may be used to secure decorations. All decorations must be removed immediately following the event. If flowers are being left for the Worship Services on Sunday, please notify the Church office at least two (2) weeks ahead of time. No artificial snow, flocking or glitter will be allowed in the Church. Sparklers cannot be used within 25' of the buildings. **HOLIDAY DECORATIONS SET OUT BY THE CHURCH MUST NOT BE MOVED/REMOVED.**
7. Both video and still photography are allowed. Photographers are not allowed to stand on church pews for picture taking.
8. Alcoholic beverages and illicit drugs may not be served or consumed on the Church property. Smoking in the Church buildings and on the parking lot is prohibited. Please remember the

parking lot and grounds are considered a part of the Church facility and should be used respectfully.

9. The air conditioning and heating systems have set controls and should not be changed or adjusted for any reason. If there is a problem, contact your Host/Hostess.

10. Children should be attended to by an adult at all times. Children should not be permitted on the elevator without an adult present.

11. All Florists, photographer, caterers, etc., must sign our Facility Use Contract. This also includes non-professionals doing the same job as a professional.

12. Exceptions to the Schedule of Charges for Events may be adjusted for groups which have used our facilities prior to September, 2010

13. Only minor changes can be requested at the time of the event. PLEASE be specific when completing the Facility Usage Request form as to the equipment requested..

**SMYRNA FIRST UNITED METHODIST CHURCH**  
**SCHEDULE OF CHARGES FOR EVENTS (other than weddings)**

**Non Members:**

<b>Sanctuary</b>	<b>\$400.00</b>
<b>Chapel</b>	<b>\$300.00</b>
<b>Fellowship Hall</b>	<b>\$100.00 for up to 25 guests</b> <b>\$200.00 for up to 50 guests</b> <b>\$300.00 for more than 50 guests</b>
<b>Custodian-Sanctuary</b>	<b>\$250.00</b>
<b>Custodian-Chapel</b>	<b>\$150.00</b>
<b>Custodian-Fellowship Hall</b>	<b>\$150.00</b>
<b>Host/Hostess (FH only)</b>	<b>\$150.00</b>
<b>Host/Hostess (Sanctuary/FH)</b>	<b>\$250.00</b>
<b>Sound Tech (Sanctuary only)</b>	<b>\$100.00</b>
<b>Church Organist/Pianist</b>	<b>\$100.00 ea.</b>
<b>Damage Deposit***</b>	<b>\$100.00</b>

**IF ANY PROPERTY IS DAMAGED AND MUST BE REPLACED OR REPAIRED, THE EVENT REQUESTOR WILL BE ASSESSED THE CHARGES.**

**\*\*\* NON-REFUNDABLE. ANY DAMAGE TO FURNITURE, CARPET OR ANY CHURCH PROPERTY WILL BE SUBJECT TO THE ACTUAL COST OF CLEANUP OR REPLACEMENT IF GREATER THAN THE \$100.00 DAMAGE DEPOSIT.**

**There is no building use fee to use facilities for a funeral. (Adopted 4/14/2013)**