

Cito United Methodist Church Building Usage Policy and Fee Schedule

The church sanctuary and building are available for weddings and other events to members of the church and those affiliated with the church. Weddings are a special event and must be coordinated with the Pastor. The Pastor or another clergy person who is approved by the Pastor must officiate the wedding ceremony. For more information, please contact the Pastor. We will not schedule your wedding without approval from the Pastor. Your status as a member or non-member will be determined during your discussion with the Pastor. The Cito family considers all those who support our church on a regular basis to be "members."

Remember, the church building is a place of worship and must be treated as such. Always use appropriate language and be respectful of your surroundings. This is a smoke-free property. No smoking is permitted inside OR outside the building including the parking lot.

When decorating, please be respectful of the building. No nails or fasteners that puncture or leave a mark are permitted. Please consult your facility manager before moving furniture or equipment in the chancel area. When using candelabras, use extra caution to be sure wax will not drip on the carpet or furnishings. Non-drip candles and candleholders must be used.

The sound system is available for use for an additional fee. The sound system is NOT to be used by anyone other than a technician approved by the church. The video projection system is also available for picture slides and videos.

The church is open from 7:30 AM to 10:00 PM. You are permitted to decorate the day before your event, provided the facility is available. You must vacate the building by 10 PM or the alarm will sound.

Fee schedule for average wedding with rehearsal (two-day use):

	Member Suggestion	Non-member	
Church Facility Fee	\$75	\$150	
Custodial Fee	\$30	\$50	
Facility Manager	\$30	\$50	
Pastor	TBD	TBD	To be determined
Sound Technician & Equipment*	\$25	\$35	day of event only
Video Technician & Equipment*	\$25	\$35	day of event only
Pianist**	\$50	\$75	day of event only
Totals:	\$235	\$395	

Fee schedule for small wedding (under 75 people, one-day use, decorate day of event):

	Member Suggestion	Non-member	
Church Facility Fee	\$50	\$85	
Custodial Fee	\$25	\$40	
Facility Manager	\$25	\$40	
Pastor	TBD	TBD	To be determined
Sound Technician & Equipment*	\$25	\$35	day of event only
Video Technician & Equipment*	\$25	\$35	day of event only
Pianist**	\$50	\$75	day of event only
Totals:	\$200	\$310	

(over)

The church facility fee is expected when you schedule your event with a check made payable to *Cito UMC*. The remaining fees are to be individual checks made payable to those who will be staffing your event, which will be due the day before your event. The first three fees are required. The remaining three fees are dependent upon your needs. Please talk with the Pastor regarding his/her fee.

* If you desire the sound and video technicians to attend your rehearsal, they are available at a rate of \$25 each. If you need pictures or other items scanned/placed in computer for projection, the technician is available at a rate of \$25 per hour.

** The pianist is available but must be scheduled separately. Please review music with the pianist at least two weeks before the event. If you do not use our pianist, please remember that all music played/performed must be of good taste and appropriate for a worship setting.

The facility manager will be available during your rehearsal and the day of your wedding to ensure everything goes smoothly and to answer questions. Please make contact with your assigned facility manager at least two weeks before your event if they have not already contacted you.

All decorations and other paraphernalia must be removed from the building by 7:30 PM (exceptions made for evening weddings) on Saturday in order to give us time to prepare for worship services on Sunday morning. If you moved something, please be sure to put it back where you found it. The sanctuary, nursery, office area, and restrooms must be left in the same condition in which you found them. Please be sure to tidy up and put things back in their proper places.

If there are damages to the facility or other violations of the above guidelines, you will be billed for repairs and/or time to correct the situation.

The Fellowship Hall and kitchen areas are separate from the church building and are scheduled separately with additional guidelines and fees. Please understand that if you do not schedule these areas, another event may be scheduled in them at the same time as your event.

Please do not park in the grass areas and obey all directional signs outside the church building.

Building Reservation Form

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Alternate Phone _____

Date of Event _____ Time of Event _____

Name of Officiate _____ Type of Event: Large(2 day) Small(1 day)

Do you need the sound equipment? Yes No at rehearsal? Yes No

Do you need the video equipment? Yes No at rehearsal? Yes No

Do you need a pianist? Yes No at rehearsal? Yes No

I have read and understand the Cito United Methodist Church Building Use and Fee Schedule Policy and agree to abide by it.

Signature _____ Date _____

Signature _____ Date _____

For Internal Use Only Member _____ Non-member _____

Name of Person Witnessing Form _____

Facility Manager Assigned _____ Confirmed? Yes No

Sound Technician Assigned _____ Confirmed? Yes No

Video Technician Assigned _____ Confirmed? Yes No

Pianist Assigned _____ Confirmed? Yes No

Building Fee Collected? Yes No Date _____ Check # _____