



Emanuel United Church of Christ

Use of Church Facilities and Professional Services

(Love Offering is not a charitable contribution under IRS code unless it exceeds the non-member rate)

Sanctuary	Members	Non-Members
<i>Weddings:</i>		
Use of Sanctuary	Suggested \$100	\$300
Pastor's Fee (Discussed with Pastor)	---	\$300
Emanuel Organist (paid to church)	\$100	\$150
Custodial Fee (paid to church)	Love Offering	\$50
Audio Technician (paid to church)	\$50	\$100
<i>Funerals:</i>		
Use of Sanctuary	Love Offering	\$200
Pastor's Fee (Discussed with Pastor)	---	\$200
Emanuel Organist (paid to church)	\$100	\$150
Custodial Fee (paid to church)	Love Offering	\$50
Audio Technician (paid to church)	\$50	\$100
<i>Other Programs:</i>		
Recitals, Meetings, etc. (includes use of organ)	Suggested \$50	\$100
Community Church meetings, etc.	Suggested \$25	\$100
Custodial Fee (paid to church)	Love Offering	\$50
Chapel (can seat up to 25)		
Use of Chapel	Suggested \$25	\$50
Pastor's Fee (Discussed with Pastor)	---	\$100
Emanuel Organist (paid to church)	\$50	\$75
<u>Fellowship Hall and Use of Kitchen:</u>		
Anniversaries, Reunions, Showers, etc.	Suggested \$50	\$200
Wedding Receptions	Suggested \$100	\$300
Custodial Fee (paid to church)	Love Offering	\$100
<u>Use of Other Facilities:</u>		
Travel or Work Groups (need sleep-in privileges)	Suggested \$50	Suggested \$100
Youth groups, Scouting groups, etc.	Suggested \$50	Suggested \$75
Custodial Fee (paid to church)	Love Offering	\$50
Ongoing (for profit) space rental, monthly	<i>Based on needs and council approval</i>	

Application for Use of Emanuel U.C.C. Facilities

Name: _____

Address: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____

Email: _____

Purpose for Usage: _____

Facilities Needed: _____

Special Needs or Instructions (i.e. tables, chairs, sound system, etc.): _____

Professional Services Needed: _____

Date(s) When Needed: _____

Signature: _____ Date: _____

FOR CHURCH USE ONLY

Facility Fees: _____

Professional Fees: _____

Total: _____

Amount Paid: _____

Amount Due: _____

Date Due: _____

Church Staff Signature: _____ Date Received: _____

Appendix A

Necessary Arrangements and Agreements:

Application must be submitted to the Church office at least two weeks before usage, except in the case of an emergency. A Damage Deposit (\$200 separate check) is required to hold any date(s) for Non-Members.

ALL CHARGES must be paid in advance, at least one week before the event.

Members are defined as currently active and contributing participants. Any non-member use must be approved by the Pastor or Council.

Any individual or group causing damage by their usage shall be responsible to pay for repairs or replacement.

The charges and use of facilities are subject to Church Council review and approval. Some monies may be available for assistance if paying above charges is a hardship – talk with the Pastor or Church Council President.

Rules for the Use of the Church

The Church Secretary will schedule all usage of the church facilities to avoid conflicting dates. If the Secretary is not available, please contact the Church Council President or the Pastor to arrange for use of the facilities.

Church members will often need tables or chairs. There is no fee for use of these items, but they must be checked out with the Church Secretary, Council President, or the Pastor. When the items are checked out, be prepared to provide a return date for future planning or usage.

The Church must provide for the expense of heating and cooling, as well as cleaning and maintenance of the facility. It is the intent of these rules to ensure that we continue to have a facility to use that will meet the needs of our congregation and the community of Jackson. It is expected that when members use the church they will try to leave it in the condition in which it was found, and also provide for custodial expense prior to the event.

The use of fellowship hall must end on Saturday's by 4:00 pm.

Expectations:

1. All chairs and tables should be returned to their original locations;
2. Other furniture will be returned to original position(s);
3. All decorations will be removed;
4. Wash, dry and return to cupboards any pots, dishes, and utensils used;
5. Wash and dry all counter tops and tables;
6. Clean any spills in the refrigerator and remove all food items and ice that you brought;
7. Clean the top of the range and any spill in the oven;
8. All sinks should be clean;
9. Place all trash in the proper receptacles;
10. All stools should be flushed;
11. All the lights should be turned out and thermostats returned to original setting; and
12. Deposit will be returned within two weeks after inspection and any necessary repairs.

