

Facilities Policy

Bonaire United Methodist Church
221 Church Street, Bonaire, Georgia 31005 – (478) 923-7317

These policies help guide those persons and groups interested in using our facilities for family, personal or community events. After reading over our church's policies, you'll be asked to submit a Reservation Form (found on the back), Damage Deposit and all appropriate Facilities Fees. Thank you for considering our church building(s) for your events.

It is the responsibility of the person(s) reserving the facility to ensure that the guidelines are strictly followed. If you have any questions, please contact the church office at (478) 923-7317.

TO THE RESERVING PARTY: It is your responsibility to read, with great care and sensitivity, the following guidelines, and ensure that everyone involved (decorators, photographers, videographers, visitors and members of your party) understand and follow these guidelines as set forth herein. It is also your responsibility to make sure that adequate arrangements have been made to take care of all details relating to the scheduled function. Please be advised that Bonaire United Methodist Church reserves the right to change the policies and/or fees found in the Facilities Policy at any time.

SCHEDULING AN EVENT:

Reservations are scheduled through the Bonaire Church Office. The first step in the reservation process is to determine the availability of the church for a desired date. For information regarding the availability of facilities, please contact the church office at (478) 923-7317. These items need to be completed to reserve your date on the Church Calendar:

1. The Reservation Fee: This fee must be paid in full at the time of the reservation (see pages 3-4).
2. Reservation Form: (see page 5).

Completion of the above requirements reserves the facilities for the event.

Cancellations: A refund will be made, only after receiving written notification from the reserving party no later than 48 hours prior to the start time of the event.

RESTRICTED DATES

No events can be scheduled on the following dates:

1. Easter weekend (from Maundy Thursday through Easter Sunday)
2. July 4th Weekend (if July 4th falls on Friday or Saturday)
3. Thanksgiving Weekend
4. Christmas Weekend (if Christmas Eve/Day falls on any weekend day, Friday-Sunday)
5. Sunday mornings

PHOTOGRAPHS

Under no circumstances should a photographer or guest stand on the chairs or pews.

[Note: You are responsible for providing a copy of these guidelines to your photographer.]

VIDEO CAMERAS

Use of a video camera is allowed following these guidelines:

- Extra equipment may not be laid on the pews.

[Note: You are responsible for providing a copy of these guidelines to your videographer.]

FLORAL ARRANGEMENTS AND POTTED PLANTS

The regulations for flowers and decorations are designed to:

1. Prevent damage to Sanctuary and Chapel furnishings
2. Assure all fire codes are followed and all aisles and walkways are kept free from obstruction.

- No decorations may be hung on, attached to or placed on top of the chancel rail.
- No decorations will be hung from the walls.
- An aisle cloth/runner may not be used (liability).
- No candles are allowed on pews, in the aisles or windows. The only candles used will be the altar candles, and candelabras provided by the church or florist.
- It is the responsibility of the reserving party to see that the florist follows the guidelines.
- The reserving party and florist will be responsible for any damage to the floors, building or furniture.

Floral arrangements: Assembly should be completed before they are delivered. If not, then assembly must take place outside the building. All containers must be leak-proof. If you would like to leave your flowers for our Sunday Service, please inform the church office earlier in the week. It is the responsibility of your florist to coordinate delivery and set-up time with you. The Sanctuary will not be opened for deliveries outside the scheduled delivery time. The florist will have one and a half hours from the scheduled delivery time to decorate. After the event has been completed, flowers and equipment must be promptly removed.

All potted plants must be in clean, waterproof containers. Under no circumstances should any potted plant be placed directly on the floors, furniture, pads or any other Bonaire United Methodist Church property. Care should be taken so that the ferns, palms, and other decorations do not block the entrance.

ALTAR AND CROSS

No flowers, palms, potted greenery or candelabras may be placed in front of the altar, or on the altar. No decorative items may be placed between the altar and the cross.

FOOD/DRINK/SMOKING

NO ALCHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES. It is your responsibility to make sure that each and every person in your party is made aware of this. There are to be no beverages or food in the Sanctuary or Chapel. No smoking on premises. Your party is responsible for providing dishes, flatware and cooking utensils. For no reason shall the church dishes, flatware, or utensils be used.

CLEAN-UP AND REMOVAL OF PERSONAL ITEMS

All personal items must be removed from all parts of the church immediately following the event (Sanctuary, restrooms, Fellowship Hall, etc., including such items as flowers, pew markers, programs,

etc.). Anything that has been moved should be returned to its proper place. Due to insurance liability, Bonaire United Methodist Church will not assume any responsibility for any item(s) left unattended during the event or left behind following the event. All trash shall be placed in the outside containers. No confetti may be used, under any circumstance. It is the obligation of the person reserving the building to ensure all of these responsibilities are completed, as they are not included in the church's custodial fee.

SOUND (in Bonaire)

In the main Sanctuary, the sound system can be made available. Any support with media and audio will require one of Bonaire UMC's member's to be hired in advance (\$50 additional fee).

THE CHURCH FURNITURE AND BUILDING

The church furnishings central to worship in the sanctuary may be moved upon approval of the pastor (example: pulpit, altar, baptismal font, etc.). They must be returned to their original locations by the reserving party at the end of the event.

Special care should be taken to protect the floors, chairs, pews and walls. No hooks, etc., can be placed on the wooden ends of the pews. Any damage incurred would be the responsibility of the person who reserved the church. Do not use nails, tacks, glue, staples, tape, hooks, screws, Velcro, or any other item which would leave a permanent mark – no matter how small.

KEY USE POLICY

Building keys being issued for use will need to be signed out in the church office. Keys may be picked up in the church office during regular business hours (Mon-Thur, 9 AM – 4 PM, Fri, 9 AM – 12 PM). It is advisable to call ahead to verify desired keys are available for pick up (478-923-7317). Keys issued should not be duplicated, loaned or made available to others. Lost or stolen keys should be reported immediately to the church office at (478) 923-7317. The holder of a key to any portion of the facility assumes responsibility for the safekeeping of the key and its use. When leaving the building, ensure that all doors and windows are secured. Broken keys should be returned to the church office for a replacement to be issued. Key(s) should be returned to the church office by the required date.

RESERVATIONS AND FEES

Damage Deposit

All private events require a \$250 Damage Deposit to be booked. This deposit is payable by check, made out to Bonaire UMC. The Damage Deposit fee will be refunded after the event if, after inspection, the facilities have been returned as expected. Bonaire UMC will issue a refund of the Damage Deposit within ten (10) working days after the event. The agreed upon amount of \$250 does not limit Bonaire UMC from seeking further restitution if damages exceed that amount.

Facility Fees

The facility fee must be paid in full when the reservation is booked. A date will not be considered confirmed until your check, the required information and the appropriate Reservation Form has been received. These fees are to be paid in advance of the booking of the event. Deliver fees to the Bonaire church office, with the check made out to Bonaire UMC, or mail them with the completed Reservation form to:

Bonaire UMC, 221 Church St, Bonaire, GA 31005

RESERVATIONS AND FEES (CONTINUED)

<u>Fees¹</u>	<u>Member²</u>	<u>Non-Member</u>
Bonaire Main Sanctuary	\$0	\$150/hr
Bonaire Historic Chapel	\$0	\$100/hr
Bonaire Fellowship Hall	\$0	\$100/hr
Church Custodian (clean up) ³	\$75	\$150
Church Host ⁴	\$0	\$100

Notes

¹To qualify for a Member Fee, you must be a member of Bonaire United Methodist Church for at least six months prior to reserving a date or have a parent or grandparent that is a member of Bonaire United Methodist Church. All others must use the Non-Member fee/schedule.

²A fee of \$75 (members) or \$150 (non-members) will be assessed for clean up by the church custodian. Members and non-members will be required to use the services of the custodian, but all policies regarding clean-up by the reserving group are to be carried out, as well. Failure to clean up results in forfeiture of the \$250 deposit.

³The fee related to the Church Custodian can be waived or amended at the discretion of the Pastor or Chairperson of the Board of Trustees.

⁴Primarily applies to events scheduled by non-members who need someone with key to be present when event occurs outside of office hours.

AGREEMENT TO HOLD HARMLESS

By completing the Reservation Forms, you agree that you have read and understand the Facility Policy of Bonaire United Methodist Church, and agree that the relationship between the Applicant and BUMC is limited to that of facility-use only. The applicant agrees to indemnify and hold harmless Bonaire United Methodist Church from any and all claims of third parties which may heretofore or hereafter arise, known and unknown, related in any way to this agreement, including but not limited to, injuries arising from the use of the facility. This is a Christian facility, serving the people of God, therefore all individuals using this facility must conduct themselves in accordance with the highest of Christian behavior and standards. Failure to comply with the policies outlined in this document, others made by in person by representatives of the Church, and the laws of the land, will constitute a breach of contract and will result in being asked to vacate the premises immediately.

The person making the initial reservation and paying the fee will be responsible for any damages incurred – including damages from florists and other contracted service companies that you hired. Make sure all the companies you hire receive a copy of the policy as it relates to their area. Please contact the church office with any questions (478-923-7317).

I have received a copy, read and understood the Facilities Policy for Bonaire United Methodist Church. I agree to the terms and conditions of this policy.

Print Name of Responsible Party

Signature

Date



Member
 Non-Member

221 Church St • Bonaire, GA 31005 • 478-923-7317

Facilities (Non-Wedding) Reservation Form

Contact Full Name: _____

Organization Name (if applicable) _____

Address: _____

Phone Number: _____

Email: _____

Purpose of event: _____

Location(s) being reserved:

- Main Sanctuary Main Bldg - Room: _____ Chapel
- Elm St – Fellowship Hall Elm St – Student Room
- Elm St – Room: _____ Tables – Round (8) # _____
- Tables – Round (4) # _____ Chairs # _____

Will you use the Kitchen? Yes No

Date(s) Requested: _____ Time Needed: _____ to _____
_____ Time Needed: _____ to _____

Office Use Only

Scheduled By: _____ Date: _____ Time: _____

Church Family Members,
if any, and their relationship: _____

- \$ _____ Facility deposit due Rec'd On: _____ Ck#: _____ Rec'd by: _____
- Mail Pick Up Refund Ck Request Submitted on: _____ by: _____
- \$ _____ Custodial fee Returned On: _____ Return by: _____
- \$ _____ Facility Hourly fee Rec'd On: _____ Ck#: _____ Rec'd by: _____
- \$ _____ Facility Hourly fee Rec'd On: _____ Ck#: _____ Rec'd by: _____