



WESLEY UNITED METHODIST
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FACILITY USE GUIDELINES

The following procedures have been developed to govern use of Wesley United Methodist Church sanctuary, lower auditorium and kitchen facilities for non-profit organizations and other events and activities, i.e., funerals, blessings, reunions, etc.. If the date is open, the event can be booked as requested.

GENERAL GUIDELINES

Non-profit organizations and others wishing to use the facilities of Wesley United Methodist Church should contact the Church Office Manager to determine if facilities are available on the requested date. The Church Office Manager will contact the Kitchen Committee Chairman to advise them of the request.

The facility use deposit must be received within three (3) calendar days of the request to reserve the room or it will not be reserved. The balance of the facility usage fee must be paid in full seven (7) days prior to the event. Deposit and facility usage fees are not refundable.

All facility usage fees must be made payable to Wesley United Methodist Church. There is a thirty (\$30) dollar charge for returned checks.

No fees will be charged for church related functions and activities conducted by ministries of the church.

Facility use fees are indicated below:

SANCTUARY ONLY

MEMBERS	FEES
Wesley Church Member	\$ 150
Wesley Church Members Deposit	\$ 75
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day
NON - MEMBERS	FEES
Non-Member Fee	\$ 200
Non-Member Deposit	\$ 100
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day

LOWER AUDITORIUM ONLY

MEMBERS	FEEES
Wesley Church Member	\$ 200
Wesley Church Members deposit	\$ 100
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day
NON – MEMBERS	FEEES
Non-Member Fee	\$ 250
Non-Member Deposit	\$ 125
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day

KITCHEN ONLY

MEMBERS	FEEES
Wesley Church Member	\$ 150
Wesley Church Members deposit	\$ 75
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day
NON – MEMBERS	FEEES
Non-Member Fee	\$ 200
Non-Member Deposit	\$ 100
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day

KITCHEN AND LOWER AUDITORIUM

MEMBERS	FEEES
Wesley Church Member	\$ 300
Wesley Church Members deposit	\$ 150
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day
NON – MEMBERS	FEEES
Non-Member Fee	\$ 350
Non-Member Deposit	\$ 175
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day

SANCTUARY AND LOWER AUDITORIUM

MEMBERS	FEEs
Wesley Church Member	\$ 300
Wesley Church Members deposit	\$ 150
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day
NON – MEMBERS	FEEs
Non-Member Fee	\$ 350
Non-Member Deposit	\$ 175
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day

SANCTUARY/LOWER AUDITORIUM/KITCHEN

MEMBERS	FEEs
Wesley Church Member	\$ 450
Wesley Church Members deposit	\$ 225
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day
NON – MEMBERS	FEEs
Non-Member Fee	\$ 500
Non-Member Deposit	\$ 250
Sexton Services	\$ 75 per day
Sound Technician Services	\$ 75 per day

The **Chairman of the Kitchen Committee** or their designee is responsible for the following activities:

- a. maintaining an inventory of perishable and non-perishable items
- b. conducting an inventory before and after each use of the kitchen facilities
- c. identifying and reporting inventory discrepancies, after use of the facility, to the Board Of Trustees
- d. identifying violators of the kitchen policies and procedures
- e. reporting problems, i.e., violators, damage during use, leaks, security, inventory levels, pests etc. to the Board Of Trustees
- f. arranging for entry to the kitchen
- g. ensuring that the kitchen is secured after use, i.e., ready for the next user
- h. determining if the requestor will use Wesley supplies or an outside caterer

THE REQUESTOR is responsible for the following activities:

- i. replacing all food items used during the event
- j. ensuring that the equipment is properly cleaned after use, i.e., restored to original condition
- k. removing trash from the kitchen and placing it in the appropriate receptacles
- l. cleaning and mopping the floors
- m. properly cleaning and storing equipment
- n. arranging for entry to the kitchen and access to supplies
- o. arranging for lock up and building security after use
- p. notifying the Kitchen Committee Chairman or designee of any items damaged during use of the facilities
- q. notifying the Kitchen Committee Chairman or designee of any leaks or malfunctioning equipment detected during use of the facilities
- r. notifying the Kitchen Committee Chairman if an outside caterer will be used

GENERAL USE RULES

- 1) Alcoholic beverages are not allowed on Wesley United Methodist's Church properties
- 2) No candles or confetti are allowed in any church facilities
- 3) Outside caterers may be used. However, they are responsible for returning the facility to its pre-event condition
- 4) Members and non-members may use the church property, i.e., chairs, tables, supplies, etc. The requestor is responsible for replacing items removed from the Wesley United Methodist Church inventory
- 5) Requestors are responsible for any and all damage to Wesley United Methodist Church property
- 6) Requestors are responsible for coordinating arrival and departure time with the Chairman of the Kitchen Committee and the Wesley United Methodist Church Sexton
- 7) Confirmations are not guaranteed until and unless the deposit has been paid in full within three (3) days after making the request for use of the facilities
- 8) Reservations are not guaranteed until and unless use of the facility has been approved
- 9) There will be a \$ 30.00 fee assessed for all returned checks
- 10) Damage claims must be resolved within two (2) weeks of the event
- 11) Wesley United Methodist Church reserves the right to determine the amount of any and all damage claims, pending estimates for repairs and replacements

- 12) Wesley United Methodist Church reserves the right to deny access to individuals and/or groups that do not adhere to these policies, do not properly settle damage claims, do not settle claims in a timely manner, etc.
- 13) All events for minor children require reasonable adult supervision
- 14) The seating capacity of the lower auditorium must not exceed one hundred seventy five (175)
- 15) These facilities are generally not available for use on the following dates:
 - a. New Year's Eve
 - b. New Year's Day
 - c. Easter Sunday
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Thanksgiving Day
 - h. Christmas Eve
 - i. Christmas Day
- 16) All secular music must be approved by the Pastor
- 17) Use of sound system equipment must be pre-approved by the Pastor and the Sound Technicians
- 18) No items may be attached to the walls
- 19) All Ministries and organizations at Wesley United Methodist Church must contact the Church Office Manager to reserve a date and or time to use the lower auditorium or the kitchen. The reservation request form is available from the Church Office Manager.
- 20) The date for your event must be submitted to the Council on Ministries Chairman for inclusion on the Church Calendar. If use of the kitchen is being requested, the Kitchen Committee Chairman must also be informed.
- 21) The ministry or organization should designate a contact person or representative who will be responsible for signing out and returning the keys to the kitchen, equipment or other church property. You will also need to provide the names of person(s) who will be serving and cleaning up after the event.
- 22) The Kitchen Committee Chairman will provide a walk through the day before the event if the contact person is unfamiliar with the facilities at Wesley United Methodist Church.
- 23) All persons not serving food, cleaning up or otherwise assisting with the event are required to remain outside the kitchen area during the event.
- 24)** All leftover food and beverages shall be removed from the refrigerators and freezers at the close of the event. You should make arrangements with the Kitchen Committee Chairman for any unopened or unused food to be used at another forthcoming event. Otherwise, any remaining food or beverages will be discarded after one (1) week.

- 25) The wall cabinet in the preparation area of the kitchen shall remain unlocked and will be stocked with limited quantities of supplies including cutlery, napkins, cups, sugar, salt, pepper and a coffee pot. If you use this area, you are responsible for cleanup. Cleaning supplies will be available.
- 26) Parents are asked to keep their small children out of the kitchen area during all events. Any unsupervised or unaccompanied children will be asked to leave the kitchen area.

THE BOARD OF TRUSTEES RESERVES THE SOLE RIGHT TO WAIVE FEES FOR USE OF WESLEY UNITED METHODIST CHURCH FACILITIES, FUNCTIONS AND NON-PROFIT ACTIVITIES.

THE BOARD OF TRUSTEES IS THE FINAL ARBITER FOR RESOLVING ANY AND ALL QUESTIONS, INQUIRIES AND DISPUTES REGARDING FEES FOR USE OF WESLEY UNITED METHODIST CHURCH FACILITIES.

WESLEY UNITED METHODIST CHURCH RESERVES THE RIGHT TO DENY ACCESS TO ANY INDIVIDUAL, GROUP OR ORGANIZATION.