

# **Bluff Point United Methodist Church**



## **Building Usage Guide**

# Building Usage - Bluff Point United Methodist Church

## Weddings

### Active Members and their Immediate Family

A donation of an appropriate amount, determined by the active member, is requested to offset our costs for utilities, cleaning, and maintenance. While there is no required Pastor fee, an Organist fee & Heating surcharge may apply.

### Non-active members

The fee for the use of the sanctuary is **\$100.00** – this includes the use of the sanctuary, restroom, parking, sound system, AV equipment, and other church property. A heating surcharge may apply.

A wedding coordinator fee of **\$50.00** is required. The church wedding coordinator will ensure the doors are unlocked, and the service starts on time. They will set up and run the sound system, and make sure reasonable requests by the bride and groom, regarding the church building and parking, are addressed.

### Pastor Fee

The fee for the Pastor is **\$150.00**. This fee includes 3 pre-marital counseling sessions, the rehearsal and the ceremony. The BPUMC does not provide the use of the building for wedding preformed by clergy other than the current pastor. If another pastor is to participate, the invitation should be extended by the current pastor.

### Music for your Wedding

The fee for the organist is **\$100.00**. Fees may increase if special music and/or soloists are involved. Please make arrangements with the organist. If an organist other than the current church organist is requested, arrangements must be made with our current organist.

#### General Requests – Weddings

The building must be returned to its pre-event condition.

Any furniture moved must be placed back in its original location.

All articles brought into the church building must be removed when leaving, including florist boxes.

All fees other than the Building fee should be given to the pastor at the time of the rehearsal.

Please place these fees in properly marked separate envelopes.

The Building Usage fee is payable when you reserve the building.

#### Active members and Non-active members – Child Care

One hour of childcare, in our nursery, may be provided at a cost of \$30.00 for up to three children and \$10.00 for each addition child. The nursery will be staffed by a minimum of two people.

# Building Usage - Bluff Point United Methodist Church

## Non Church related events - Active Members only

Active members may use the church for approved events. (Please see the pastor to see if your event qualifies.) A donation of an appropriate amount, determined by the active member, is requested to offset our costs for utilities, cleaning, and maintenance. A heating surcharge may apply.

We ask for a one-month notification of event to ensure the space is available.

The active member must be the person organizing and hosting the event. The active member must be present at the event.

The building must be returned to its pre-event condition.

Any furniture moved must be placed back in its original location.

All articles brought into the church building must be removed when leaving.

Floors should be cleaned and carpets vacuumed.

If the kitchen area is used it should be cleaned and returned to its pre event condition.

**A charge of \$50.00 will be assessed to any group that fails to return the church to its pre-event condition.**

## Funerals

The Bluff Point United Methodist church does not charge for the use of the Sanctuary for funerals.

We do request that you consider a donation of an appropriate amount to offset our costs for utilities, cleaning, and maintenance. A heating surcharge may apply.

## Fellowship Hall and Kitchen

The Fellowship Hall and Kitchen are available for a fee. The church members may be able to provide a light meal for an additional fee.

### Active Members

Active members are considered to be those who attend church regularly, contribute financially and be faithful servant of God within the BPUMC. Being baptized, confirmed or married in the church does NOT mean you are an active member.

Immediate families are those considered to be children of active members.

### Heating Surcharge

During the Heating Season the Church reserves the right to add a surcharge of \$25 - \$40 to help cover our costs in heating the building.