

MILLS RIVER UNITED METHODIST CHURCH

137 Old Turnpike Road

Mills River, NC 28759

828-891-7788; office@millsriverumc.org

FACILITIES USE GUIDELINES



ASHLEY CROWDER STANLEY, SENIOR PASTOR

JEFF MCCUMBER, ASSOCIATE PASTOR

We look forward to helping you plan your event. Please note the following guidelines.

Building Use:

1. **No alcohol** permitted on the premises of MRUMC.
2. **No smoking or tobacco products** permitted on the premises of MRUMC.
3. **Your safety is important to us.** Safety issues & concerns will be covered by the church office.
4. **We care about your children and youth.** One parent or guardian for every five children or youth (anyone under 21) at your event.
5. **Elevator use** -- Please make sure that children are supervised at all times when using the elevator.
6. **Decorations** -- No tape is allowed on walls, ceiling, windows or furniture in any of the buildings. We recommend painter's tape.
7. **Chairs and Tables** -- Please do not sit or stand on the tables. Tables are for inside use only. Due to maximum occupancy fire regulations, we ask that you not bring in additional tables or chairs.
8. **Use of kitchen** -- Please make sure to review the posted kitchen rules and go over any planned kitchen use with the church office.
9. **Catering, Food and Drink** -- Food and drinks may only be served in the Fellowship Hall. Please have your caterer discuss plans and needs with our Administrator.
10. **Trash** -- Please tie up your trash bags and take them to the outside dumpster. We prefer that you take the can outside and then remove the bags to preserve our carpet.
11. **Kitchen towels/aprons/washcloths** are available for a fee of \$25.00 per event. All kitchen towels, aprons, and wash cloths must be placed in container marked for soiled linens. Members of MRUMC have the option of laundering and returning in a timely fashion.
12. **Tablecloths should be used to protect tables.** Plastic cloths work well. Church linens (for round tables) are available for a cleaning fee of \$10.00 per tablecloth. This must be paid in advance. Number of tablecloths needed _____ @\$10.00 = Total Linen Rental _____
13. **Rental dance floors** may be used with prior authorization by the church Administrator.
14. **Sound system for receptions** -- An authorized MRUMC tech is required to run the system and microphones and to check for electric concerns and issues. The office will assist you with contacting a tech.
15. **Sanctuary** -- If any musical equipment is to be moved it must be done by an MRUMC tech. The piano, organ and drums cannot be moved.
16. **Outside entertainment for receptions** -- Any outside entertainment should consult with an authorized MRUMC tech to determine set up and to sign off on acceptability of electronics, etc.
17. **Carpet** -- If necessary MRUMC may require a cleaning fee for carpet if facility use creates the need. This will be determined after the event and before any deposit is returned. There is a \$300.00 fee if carpet cleaning is required.
18. **Closure of event** -- After the checklist is completed by you and the church office, the Church Administrator will be advised of the status of your deposit refund.

CONTRACT FOR HOLDING AN EVENT AT MILLS RIVER UNITED METHODIST CHURCH

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CJ Lindsey, Administrator

The use of facilities of Mills River United Methodist Church is determined by Guidelines established by the Trustees and Church Council. Fees and deposits are to be made at least two weeks prior to the date of the event by check payable to Mills River United Methodist Church at the time arrangements are made. When the payment is received, the event will be placed on the MRUMC Church Calendar.

Please sign this contract and return to the MRUMC Church Office. Office hours are Monday through Thursday, 8:00 a.m.-4:00 p.m. and Friday, 9:00 a.m.-1:00 p.m. Please print.

Date of Event: _____

Type of Event: Scouts, Club Meeting, Wedding, Reception, Ongoing Committee, etc.

Individual Responsible for Event (the person to pay fees and deposits if applicable)

Mailing Address _____

City, State, Zip Code _____

Phone Number - Home _____ Cell _____

Other Individual/Local Contact _____

Phone for Individual/Local Contact _____

Facility to be used (Sanctuary, Fellowship Hall, Etc.) _____

Please itemize fee and deposit and or specials needs/concerns.

Payment Received _____ Amount _____ Received by _____

Open Time _____ Closing Time _____

I have received and read the Mills River United Methodist Church Facilities Use Guidelines

Signature

Date

Fee Schedule

A refundable deposit of \$100 is required for use of facilities.

	Members	Non Members
Sanctuary (weddings/other)	No fee	\$100
Chapel	No fee	\$50
Fellowship Hall	No fee	\$100
Custodian	\$50	\$50
Minister	Determined by Minister	
Music Director	Determined by Director	
Wedding Director	Determined by Wedding Director	
Sound Technician	\$100 ceremony; \$150 ceremony/reception	

Please make all fees and deposits payable to Mills River United Methodist Church at the time of reservation of facility.

1. Pay by check a minimum of two weeks prior to event.
2. Deposit will be refunded after building is checked following your event.
3. Fees for MRUMC Wedding Director, Music Director and MRUMC Sound Technician are paid directly to service provider.

The Senior Minister of Mills River United Methodist Church, the Reverend Ashley Crowder Stanley, has the discretion to amend any guidelines herein contained.