

Fairview United Methodist Church  
878 Highway 81 North Jonesborough, TN 37659

423-913-2275

Clergy  
Pastor, Christi Taylor

Wedding/Event Coordinator  
Ellen Johnston, [ellensjohnston@comcast.net](mailto:ellensjohnston@comcast.net)

# BUILDING USE AGREEMENT

GROUP MAKING RESERVATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME OF EVENT: From \_\_\_\_\_ a.m. /p.m. TO: \_\_\_\_\_ a.m. /p.m.

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PERMISSION TO USE this building is granted subject to compliance with the following:

1.The undersigned agrees to be responsible for payment of all rental and user fees for use of the building in accordance with the fee schedule which is attached and by reference made a part of this Agreement.

2.The undersigned agrees to stay with the occupancy capacity of the building during the event/wedding.

Sanctuary	130
Fellowship Hall	200

3.The undersigned agrees to pay a \$300 refundable deposit to Fairview United Methodist Church as soon as the date is confirmed available and will pay the balance due at least 2 weeks prior to the start of the first scheduled use of the building.

4. The undersigned hereby acknowledges and agrees to enforce the conditions that the use, sale, or possession of nonprescription or illegal drugs, look-alike, designer drugs, drug paraphernalia, alcoholic beverages, firearms, weapons, explosives, or ammunition is strictly prohibited in the building or on the premises. Owner's property includes, but is not limited to, buildings, parking lots, and roadway. Owner shall have the right to cause removal from property, any person violating this provision and further, may notify law enforcement authorities.

5. The use of tobacco in any form is also prohibited in the building.

6. The undersigned hereby agrees to return the church building and its furnishings to the same condition and arrangement they were in prior to use of the building for this activity. Parties agree that the undersigned will pay additional fees of (\$20.00) per hour fee if custodial cleaning is necessary as a result of this use, in addition to regularly scheduled maintenance, prior to the next service. This charge will be deducted from the deposit.

7. In addition, in the event of a wedding ceremony and/or wedding reception, the user agrees that neither rice, confetti, nor other items may be thrown in or around the building. Bird seed is permitted outside the building.

8. In the event damage, other than reasonable wear and tear occurs to the property while in use by the User, the User agrees to pay, in cash, for the damages caused, in an amount to be determined solely by the Board of Trustees within 10 days of receipt of damage reimbursement request.

9. In case of damage by fire or other action of the elements or otherwise which makes the premises not us able for the user for purposes of this agreement, then this Agreement shall cease and come to an end and the User shall receive a complete refund of deposit.

10. Working with the Fairview United Methodist Church (FUMC) wedding/event coordinator is mandatory, even if User chooses to also use an outside coordinator. The FUMC coordinator will answer questions and organize the scheduling.

11. Children are to be well supervised and never left unattended.

12. The Users are responsible to move and replace the furniture, plants and miscellaneous furnishings that have been authorized to be moved as well as reception tables and chairs to their previous placement. It is imperative that all furniture be moved so that no damage is done to the furniture or the floors.

13. The Users are to provide ALL clean-up for the activities they engage in and in all rooms that apply to this agreement. This includes dishwashing, sweeping and/or vacuuming floors, wiping down the restrooms, taking out the garbage, sweeping the sidewalks and porches.

14. The Users are to provide ALL food preparation and serving at the reception/event unless prior arrangements have been made to have one of the church caterers provide this service. There is an additional fee for catering and bids can be requested through the event/wedding coordinator.

15. Food or beverages are not permitted in the sanctuary at any time.

16. The Users are to inform all guests of these policies.

#### DECORATIONS

Church appointments available without charge include:

2 brass floor candelabras

2 brass bow fasteners for reserved pew seating.

1.The use of candles to light the sanctuary is permitted within very strict guidelines. You are responsible for having someone light, extinguish, and remove all candles. Only smokeless, dripless candles are permitted, and all candles must be placed on protective coverings to catch any unforeseen wax drippings.

2.No thumb tacks, nails, or adhesives of any kind may be used in decorating the sanctuary or any other room of the facility. Any florist can provide appropriate hangers. Nothing may be attached to fabric—covered surfaces.

3.Only silk or cloth flower petals are permitted for use by the flower girls.

4.All decorations must be removed from the sanctuary immediately following the wedding ceremony and all decorations must be removed from the remainder of the facility immediately after the conclusion of the event/wedding.

## **MUSIC**

1. While use of the sound system is permitted at no additional cost, there is a minimal fee for the Sound Technician.
2. A wedding is to be worshipful as well as celebrative. Music should be appropriate to the sacredness and dignity of the wedding service and consistent with Fairview's core values. Therefore a list of music to be used will need to be submitted to the wedding coordinator at least 1 week prior to the ceremony.
3. Church musicians and vocalists may be available. Arrangements should be made with the musician and/or vocalists directly or through the Event/Wedding Coordinator of the church.
4. If using a church supplied musician or vocalist, a fee for each musician and vocalist is required and payable directly to each individual at least one week prior to the event.

## **Guidelines for Fellowship Hall and Kitchen Use**

- 1.It is requested that evening receptions be concluded by 9 p.m. for clean up and security purposes.
- 2.Use of the refrigerator and/or freezer for storing items prior to the event must be arranged ahead of time through the wedding coordinator. Permission will be given provided there is adequate room in the refrigerator or freezer.
- 3.Church owned containers, pitchers, bowls, plates, utensils, etc., may NOT leave the facility.

4.The caterer or responsible party must bring their necessary containers if leftovers are to be saved from the event.

5.Concluding the use of the kitchen, counter tops and tables must be wiped clean with a clean cloth and disinfectant.

6.Appliances used must be cleaned.

7.All trash should be taken to the dumpster, which is placed at the bottom of the ramp on the north side of the Fellowship Hall.

8.All spills should be cleaned immediately because of the danger of a fall while working in the kitchen.

9.All items should be returned to the place they were found.

## SCHEDULE OF FEES

(Except Weddings)

	<u>Member</u>	<u>Non-Member</u>	<u>Member</u>	<u>Non-Member</u>
	Per Hour	Per Hour	Per Day	Per Day
_____SANCTUARY	N/C	\$50	NC	\$400
_____COORDINATOR	N/C	\$75	N/A	N/A
_____SOUND TECHNICIAN		\$30	N/C	\$150
_____ORGANIST/PIANIST		\$45		N/A
_____FELLOWSHIP HALL	N/C	\$100	N/C	\$500
_____CLASSROOMS (EA)	N/C	\$50	N/C	\$275
_____KITCHEN	N/C	\$70	N/C	\$400
Includes appliances, coffee/tea service				
Does not include dishes, utensils, tablecloths				
_____JANITOR	\$10	\$20	N/A	N/A
_____DEPOSIT (refundable)		\$300		

The Security deposit covers the church property, building and its contents for possible repairs, reorganization or cleaning that goes beyond what would be considered normal. If the church is returned to the same condition as before the event/wedding, all of the Security Deposit will be returned within ten (10) business days after the date of the wedding.

## SCHEDULE OF FEES FOR WEDDINGS

	Member	Non-Member
_____ CEREMONY ONLY	N/C	\$400

### Use of the Sanctuary only

This includes: 4 hours access to the sanctuary for set up, decorating, ceremony and photos.

1 Hour for the rehearsal-either the evening prior to or the morning of the wedding.

Bride's Ready Room for 1 hour prior to the ceremony.

_____ WEDDING & RECEPTION	N/C	\$800
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### Use of the Sanctuary & Fellowship Hall

This includes: Same as above for Sanctuary plus: Up to 8 hours access to the Fellowship Hall for set up, decorating, receptions and clean up; Bride's Ready Room – for 2 hours prior to the ceremony; use of the tables and chairs; use of the kitchen including ovens, appliances and coffee/tea service.

It does not include: use of plates, cups, utensils; cleanup and removal of garbage from the kitchen and Fellowship Hall. (Cleanup and removal of garbage will be the responsibility of the wedding party: coffee, tea, punch or other beverages; table clothes; décor items.

Fees are based on your desire for various services and the personnel necessary to perform them. These costs reflect a service to you to provide for your event/wedding. The payment/check is to be made to Fairview United Methodist Church. We will, in turn, contract for the services needed.

To secure a date for your event/wedding on the church calendar a signed Building Use Agreement with Security deposit is required. All dates should have the approval of the church Pastor and Church Council/Trustees before the completed Wedding Policy Agreement with Security Deposit are sent in.

A signed agreement of our policies and a refundable deposit of three hundred dollars (\$300) must be paid before the reservation will be officially scheduled and confirmed on the church calendar.



The remainder of all fees is due two weeks before the date of the event/wedding. Should the event/wedding date be cancelled more than 30 days prior to the date of the event/wedding the Security Deposit will be returned in full. If, however, the event/wedding is cancelled within 30 days of the event/wedding, 50% of the deposit will be returned.

Any additional time required that goes beyond the time described above will be accommodated at the additional time fee listed above.

### Personal Property Liability

Fairview United Methodist Church will not be liable for dresses, silver, jewelry, purses, billfolds, or any personal items lost, stolen or damaged at any event related to this event/wedding.

If any violation of this agreement occurs, at the sole discretion of Fairview United Methodist Church the user/renter will be notified and may be denied use of FUMC space or whatever other consequences are deemed appropriate, including assessment of costs for repair or replacement.

The undersigned does by this instrument covenant with Fairview United Methodist Church to forever refrain from instituting, pressing, or in any way aiding any claim, demand, action or causes of action, for damages, cost, loss of service, expenses or compensation for, on account of, or in any way growing out of, or hereafter to grow out of any accident or accidents which may happen while participation in or preparing for the above activity on the premises belonging to the said Fairview United Methodist Church, and parties here by agree to hold the Fairview United Methodist Church harmless from any damages to self or anyone attending or participating in this activity as a result of any such accident.

I have received a copy of the Wedding Policy Agreement and agree to the terms and conditions contained therein.

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

E-mail: \_\_\_\_\_

User

Date: \_\_\_\_\_

\_\_\_\_\_

User (Group or Individual)

\_\_\_\_\_

If Group use, Responsible Individual

OWNER

Fairview Untied Methodist Church

Date: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_

Position

-----Church Office-----

Security Deposit received (\$300) by: \_\_\_\_\_ Date: \_\_\_\_\_

Wedding Fee received by: \_\_\_\_\_ Date: \_\_\_\_\_

Remainder of fee received (\$ \_\_\_\_\_) by: \_\_\_\_\_ Date: \_\_\_\_\_

Security deposit returned (\$ \_\_\_\_\_) by: \_\_\_\_\_ Date: \_\_\_\_\_