

## Facility Use Fees

### Half-Day Use:

	<u>*Non-Member</u>	<u>Member</u>
Sanctuary	\$200.00	No Charge
Chapel	\$175.00	No Charge
Parlor	\$100.00	No Charge
Room 22	\$100.00	No Charge
CAC/Gym	\$275.00	No Charge
Pavilion	\$50.00	No Charge

### Full Day Use:

	<u>*Non-Member</u>	<u>Member</u>
Sanctuary	\$400.00	No Charge
Chapel	\$250.00	No Charge
Parlor	\$200.00	No Charge
Room 22	\$200.00	No Charge
CAC/Gym	\$550.00	No Charge
Pavilion	\$100.00	No Charge

\*All non-member requests will require a \$100 non-refundable deposit when reservation is made. This deposit will be applied to the costs above.

## Additional Services & Fees

### Compensation for Services:

(To be paid by members and non-members)

Wedding Coordinator

Member \$250.00

Non-Member \$300.00

Organist/Pianist \$250.00

Sound Technician \$75.00

Nursery Services (per hr)

Member \$20.00

Non-Member \$25.00

Add'l Workers (3+) \$10.00

### Janitorial Services:

(To be paid by members and non-members)

Wedding & Rehearsal \$175.00

General Facility Use \$150.00

Removal of Choir Chairs \$75.00

WEEKDAY RATES may be different than rates listed. Please contact the church office for pricing.

NOTE: All fees must be paid in full at least 24 hours prior to the event. Names of involved church staff will be provided for individual compensation prior to the event.



### Available Facilities

Sanctuary	650 Seating Capacity
Chapel	100 Seating Capacity
Parlor	Small Meetings
Room 22	50 Seating Capacity
CAC/Gym	
Pavilion	

**Aldersgate United Methodist Church**  
6610 Vaughn Road | Montgomery, AL 36116  
(334) 272-6152

## Arrangements

**Reserving a Date:** Reserving a date for your event must be arranged with the church office staff.

**Communicating Specifics:** At the time of your reservation please give the church office staff as many specifics about your event as possible, i.e. the number of attendants, seating and tables required, lighting or sound needed, etc.

## Weddings

A wedding coordinator approved by the church will assist your wedding planner or traditionally direct the ceremony. Two Sunday School rooms will be provided as dressing rooms the day of the ceremony.

The ministers of the church require pre-marital counseling for all couples. This will be arranged with the presiding minister.

## Guidelines

**Decorations:**

- Candles: Candles cannot be used , flameless candles are permitted. Steps should be taken to protect furniture and floors from damage. The church has candelabras available for use.
- Flowers: If placing floral arrangements on the altar, nothing can be in front of the cross. Flowers must be removed immediately following the event. Please have your florist contact the church office for deliveries.

- Wall Decorations: Decorations should not be hung in a manner that could harm the walls. Existing decorations may be removed with approval but must be replaced as they were following the event.
- Furniture: The altar and baptismal font may not be moved. Any other furnishings may be moved with prior approval.

## Music

For weddings the musical selection must be approved by the ministers in the church. Organists and pianists not employed by the church must be approved by the Minister of Music.

Only technicians provided by the church may operate the church's sound equipment.

## Additional Policies

- Children cannot be left unsupervised during events. Child care can be scheduled if needed. The church is a Safe Sanctuary facility.
- A building use form must be completed by the person in charge of the event and submitted to the church office at the time of scheduling.
- Rooms and areas used are expected to be left clean and orderly.
- Smoking is not permitted in the building or the courtyard.
- Aldersgate is not responsible for personal items brought to the church.

- Alcoholic beverages are not permitted in the church or on church grounds.
- No food or drinks are allowed in the Sanctuary or Chapel.
- The person in charge of the event must adhere to security requirements that are explained at the time the event is scheduled. It is the responsibility of the person in charge to be aware of the security requirements before the start of the event.
- The Parlor is available for adult only activities. Furniture should not be removed from the Parlor and the glass coffee table should not be moved .
- The facility will not be used for any commercial enterprise where products are displayed or sold. This does not apply to church run or church sponsored programs.

## Additional Member Use Policies

- Members, church groups, and Sunday School classes are required to contact the church office to schedule use of any part of the church outside of weekly scheduled events.
- When items belonging to the church are used off the church property it must be approved by the church office and checked out with a written record that includes an expected return date.