

**St. Matthew's United Methodist Church
6017 Camphor Street – Metairie, LA 70003
504-888-1155 FAX: 504-888-1169 - stmatthewsumc.com**

**RENTAL RULES AND FEE SCHEDULE
GENERAL INFORMATION**

This policy does not apply to organizations sponsored by St. Matthew's UMC (e.g. Sunday school classes, etc.) or co-sponsored by St. Matthew's UMC (e.g. Boy Scouts, etc.).

Church Calendar: Your event must be on the church calendar in order to take place. The Chair of the Board of Trustees/Administrative Assistant will place your event on the calendar after all fees (including your deposit) have been paid. Please do not invite participants to your event until after your fees are paid and the event has been placed on the church calendar.

Allowable Renters: Rental of St. Matthew's facilities for Member and non-St. Matthew's purposes is governed by and at the sole discretion of the Board of Trustees. Fundraisers by a renter are never allowed. Rentals are limited to the following: Groups providing community services; non-profit groups bearing government non-profit status; other church functions such as District, Conference, or Ecumenical gatherings; significant life events which include birthdays, baby and wedding showers, landmark anniversaries, wedding receptions, etc.

Non-church organizations (not connected to our Church ministry) using the facility on a regular basis, shall provide a certificate of insurance liability to the Administrative Assistant to keep on file in church office.

SANCTUARY Use of the Sanctuary is limited to religious ceremonies and others as approved by Board of Trustees.

CHURCH REPRESENTATIVE: A church representative must be present for any non-church member event with 50 or more persons present.

FACILITY SET UP: Table and chair set up is performed by the renter, and they are responsible for taking them down and leaving the room in it's original condition at end of event.

SATURDAY RENTALS: Saturday rentals must not conflict with Sunday church services and activities. *Saturday events must end no later than 10:00PM and the premises must be vacated by 10:30 pm. Failure to vacate the premises on time will result in the loss of a portion or all of your deposit.*

DAMAGES: If there are damages during an event, please report the damages. The cost of replacing damaged goods will be deducted from your deposit and renter will be billed for any additional cost.

ALCOHOLIC BEVERAGES or illegal narcotics are not allowed on church property. Smoking is only allowed outside of the building. *Violators will be asked to leave the campus immediately and the deposit will be forfeited.*

No tacks, nails, glue or any wall attachments are allowed on the walls, doors, or floors.

Revised: 8/2014

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Rental Rules and Fee Schedule

When a non-St. Matthew's group or organization rents a room or rooms that is the only area that may be used, other than common areas such as restrooms.

When using kitchen, children under twelve are not allowed in the kitchen area. Dishes may be used, but must be cleaned using the dishwasher. (See instructions posted for use of dishwasher) Please return all dishes to right storage place. *Use of food or drink belonging to the church is prohibited.*

All lights must be turned off when leaving. Heating and air conditioning thermostats must be turned to original setting when leaving (60 degrees for heat, 80 degrees for AC).

CLEANUP is a must unless arrangements have been made to have our building superintendent cleanup. This includes the setting up and taking down of tables and chair. Otherwise a portion or all of the deposit will be kept.

All trash accumulated during your event must be contained in the trash bins in each room. Any overflow must be carried to the dumpster located behind Early Learning Center facing Auburn.

Return all furniture to its original position.

ALL CHILDREN (17 or younger) must have adult supervision at all times on church property.

CANDLES: if candles are used, they must have a wax-catching receptacle underneath. Candles must not be lit on the Sanctuary window sill or anywhere with structure around them, or on any flammable surface. Put candles out before leaving. Please report any damage or spills on the carpet to the church.

A charge of \$100.00 will be assessed for returned checks. In this case, full payment must be paid with cashier's check, money order or cash.

St. Matthew's United Methodist Church, and its' people, is a hold harmless facility.

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Rental Fees and Fee Schedule

ST. MATTHEW'S UNITED METHODIST CHURCH
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Metairie, LA 70003
(504) 888-1155 --- stmatthewsumc.com

FACILITY USE CHARGES	MEMBERS	NON-MEMBERS
SANCTUARY (up to 8 hours)		
DEPOSIT (weddings include Bridal Room)	\$200.00	\$250.00
RENTAL	100.00	400.00
(additional hour)	10.00	40.00
CUSTODIAN	To be arranged with Custodian	
ORGANIST Rehearsal/wedding	To be arranged with Organist	
SOUND TECHNICIAN	25.00 PER HR.	25.00 PER HR.
MINISTER'S HONORARIUM	To be arranged with Minister	
GREAT HALL (up to 5 hours)		
DEPOSIT	100.00	200.00
RENTAL	75.00	250.00
(additional hour)	10.00	20.00
CUSTODIAN	To be arranged with Custodian	
CLASSROOMS (up to 4 hours)	No charge	25.00
<p><i>In the event a key is required by a group, etc. keys will be checked out one day prior to the event, and are due back no later than two business days after the event. Our office hours are 9:00AM to 1:00PM Monday through Friday.</i></p>		

POST FUNCTION CLEANUP REQUIREMENTS:

The following tasks must be completed by the renter to receive the deposit refund:

- A. Vacate the premises on time.**
- B. Remove all personal items, including decorations and food.**
- C. Turn off all lights and return thermostats as noted above.**
- D. Lock all doors.**
- E. Report any damages to the Church office.**

FORMAL REQUEST

NAME(S)/ORGANIZATION _____

STREET, CITY, STATE, ZIP _____

HOME PHONE # _____ CELL _____ WORK _____

E-MAIL ADDRESS _____

DESIRED DATE ____/____/____ ACTUAL TIME : _____ (AM/PM) Circle One

RENTING SANCTUARY / GREAT HALL / ROOMS from ____AM/PM to ____AM/PM

ROOM(S) DESIRED _____ ARE YOU USING KITCHEN? _____

REASON FOR USE _____

I and all persons in my party will abide by the facility usage rules and will be held responsible for any and a// damages caused to the facility. I understand that failure to comply with the rules may result in immediate cessation of facility usage, assessment of damage repair costs, requirement of a substantial damage deposit prior to subsequent usage and/or suspension of further usage privileges.

Signature of person/s renting _____ Date ____/____/____

PRINT NAME(S) _____

MONIES RECEIVED \$ _____ Date ____/____/____

RECEIVED _____ BY: _____

ACTION REQUIRED: ALLOW DISALLOW Date ____/____/____

Authorized by: _____ Estimated usage fee \$ _____

Requestor notified ____/____/____ by _____

Key needed YES NO

SPECIAL ARRANGEMENTS: _____