

# *Aldersgate United Methodist Church*

## **FACILITY USE POLICIES**

Welcome to Aldersgate United Methodist Church. As a facility dedicated to God, the primary uses of this facility are Christian worship, ministry, education, and fellowship. In addition, the facility may be used by non-members and groups for weddings, funerals, meetings, artistic performances, and other activities approved by the Administrative Council, as space is available. As our guests, we ask that you read and agree to the following facility use rules..

1. **RESERVATIONS:** To reserve Aldersgate for your function, please contact the Church office during normal office hours: **Tuesday, Wednesday and Friday 12:15-2:15pm or by appt.** or leave a message on our voice mail or email and we will return your call. Please notify us if there will be any changes in your scheduled use, 789-4050; or [aumcjuneau@gci.net](mailto:aumcjuneau@gci.net).
2. **ADVERTISING:** We welcome the use of our facility as a community gathering place to be used by many diverse groups, without endorsing any of the groups. You are welcome to refer to Aldersgate by name in your advertising. However, we may ask that any advertising created by your group state that Aldersgate UMC does not endorse your event.
3. **EQUIPMENT:** You are welcome to use our equipment (tables, chairs – approx. 150, coffee pots, vacuum cleaner, etc.). **You are responsible for your own set up, and at the completion of your meeting we ask that you return all equipment to the original, pre-meeting condition,** unless otherwise agreed to in advance. The grand piano should only be used by adults or under adult supervision. **Extra chairs are stacked** along the Celebration Room wall. Are we going to stack them here? Please stack them carefully so that the fabric is not torn and the legs scratched. Don't overstuff the pockets. **Tables and vacuums** are found in the closet in the Celebration Room. **Brooms and mops** are found in the furnace room (first door on the right in the short hallway). **The exterior key will fit the furnace room door.**
4. **ALCOHOL & TOBACO: No alcoholic beverages or illicit drugs are allowed** on the Aldersgate property and no smoking is allowed inside the Church building.
5. **STORAGE:** Unfortunately, we have very limited storage space. Therefore, we ask that you immediately remove from the premises all items you have brought with you, unless arrangements have been made in advance.
6. **GARBAGE:** Please put your **garbage in the garbage shed out near the road.** New garbage bags are under the hand-washing sink in the kitchen. If you have excessive garbage, please remove it from the premises, as our garbage shed has limited space.
7. **MUTIPLE RENTALS:** Many groups use our facility and while you are here it is possible that other rooms will be in use. Please respect other users. Disturb them as little as possible. **Refrain from using parts of the facility you have not reserved.**
8. **LOST ITEMS:** Aldersgate is not responsible for any lost or missing items left on the premises; before, during or after your activity.
9. **DAMAGE:** We ask that you use reasonable care in the use of our church facility. In the event church property is damaged, soiled or stolen, the scheduling organization will be held liable and may be charged for the cost of repairs or replacement. Please report any damage or unusual conditions to the church office as soon as possible.
10. **CHILDREN: Children must be supervised by an adult at all times.**
11. **OFFICE:** Use of the church office is not included with any fee. No message phone, fax or copier is available unless prearranged. The telephone in the kitchen may be used for local calls. Emergency numbers are listed by the telephone.
12. **PARKING:** Please honor the designated handicapped parking spaces at all times.
13. **CLOSING:** After your meeting has concluded please: **Close and lock all windows** check each room you have used, lock all room doors, **make sure all outdoor access doors are secure**, if you have used the kitchen or coffee pots make **sure everything is turned off/unplugged**, and please clean up after yourselves. Be sure to turn off the lights and water. Cover the piano. **Turn down the Thermostats to below 60\***

# *Aldersgate Rental Fees*

Please contact the **Church Office**, 789-4050 (church office) or email us [aumcjuneau@gci.net](mailto:aumcjuneau@gci.net) to coordinate entrance into the building, or notify us of a schedule change.

<b>User Fees</b>	<b>Per Hour</b>	<b>1/2 day (4 hrs)</b>	<b>Full Day (5-10 hrs)</b>
<b>Small Classroom- Capacity 5-10</b> (no kitchen)	\$10	\$30	\$40
<b>Large Classroom- Capacity 30</b> (no kitchen)	\$25	\$75	\$100
<b>Celebration Room- Capacity 150-175</b> (no kitchen)	\$50	\$150	\$200
<b>Kitchen</b> (in addition)	\$10	\$30	\$40
<b>Entire Facility</b>		\$200	\$300
<b>Damage/cleanup Deposit</b> (refundable)	\$125	\$125	\$125

A refundable cleaning/damage/key deposit of \$125 (one hundred twenty-five dollars) is required of all single use non-church renters for all or any part of the facility including the kitchen and excluding the church office. The deposit will be promptly returned following inspection of the facilities, assuming the premises are left in good and clean condition and all lock up and lights out procedures have been followed. (Cleaning procedure and an orientation to the facilities will be provided all users.) A statement will be provided explaining any retainer of deposit. All returned checks are subject to a \$30 NSF fee.

\*Refreshments may be heated, plated, and served at Aldersgate, but please limit cooking.

\*No tobacco, alcohol, or illicit drugs are allowed in the church.

\*The telephone in the kitchen may be used for local calls only. Emergency numbers are listed by the phone.

Church office hours are M/W/F 12:15 – 2:15 pm T/TH by appointment only

**Aldersgate reserves the right to determine the appropriate uses of its facilities and to refuse use.**

