



Knightsville United Methodist Church
1505 Central Ave
Summerville, SC 29483
(843) 875-2002

Approved 8/16/2016
by KUMC Trustees

*For Members
And
Non-Members*

Church Facilities Agreement and Guidelines

Using Church Facilities

- 1. Church facilities may be used for family and community events, but not for-profit events. Reservations should be made for use of the facilities at the time the event is scheduled.*
- 2. Decorations must not conflict with fire ordinances. No nails, tacks, or wire may be used on walls, furnishings, tables, and etc. in the Fellowship Hall, gym, or classrooms.*
- 3. The event planners are responsible for securing caterers, and caterers must supply their own linens, tablecloths, serving trays, punch bowls, etc.*
- 4. If kitchen equipment is used, it must be washed, dried and returned to its place. All counters, floors, etc. are to be cleaned. Trash and garbage should be removed from the building.*
- 5. The caterer or event planners should not use Church paper products.*
- 6. Absolutely no alcoholic beverages may be served in any of the church facilities or on the church property.*
- 7. Smoking is not permitted in any of the facilities of KUMC.*

SANCTUARY

- 1. An appointed trustee will have the lights turned on prior to the event.*
- 2. An appointed trustee will be responsible for adjusting HEAT/AC to comfortable temperatures for the season. If the sanctuary is to be used on Saturday, make sure appropriate heat or air is left on for the Sunday morning service.*

MAINTENANCE OF SANCTUARY

- 1. Remove all visible trash/programs/bulletins from pews, narthex, courtyard, hallways, parlor, chapel and any additional rooms used by the event.*
- 2. All area utilized must be vacuumed, including the Sanctuary, the narthex, the Chancel areas, the choir loft, as well as any rooms used by the event.*
- 3. Maintenance supervisor must check all bathrooms to ensure they are clean and properly stocked with toilet paper, soap, paper towels, etc.*
- 4. All hymnals, Bibles, and other materials located in all pews must be straightened.*
- 5. Should any equipment from the event be left in the sanctuary, it must be removed from the sanctuary, the Chancel area, the choir loft and the pews.*
- 6. Sanctuary and Chancel should be returned to regular worship unless otherwise instructed.*
- 7. All buildings locked, heating and air units set and lights are out.*

Other Church Buildings

- 1. The facility will be opened two hours prior to the scheduled event unless otherwise requested.*
- 2. The HEAT/AC will be checked and adjusted for the proper season to ensure the facility is at a comfortable temperature.*

MAINTENANCE OF Gym and Fellowship Hall

- 1. Trash liners will be in all trash cans prior to event and additional bags will be left in kitchen for the caterer if needed. Trash cans are to be left in the same condition as they were found; Empty with clean trash liner.*
- 2. Any tables and chairs not needed may be removed and placed in the designated area. Tables will need to be returned as they were found at the conclusion of the event.*
- 3. Counters should be wiped down, floors swept and mopped.*
- 4. The event planners may acquire the cleaning services of our church custodian for a fee. Cleaning services are to be worked out directly with the church sexton.*



EVENT FEES

Where families have been active members for less than one (1) year non-member usage fees will be required.

Non-members and Members must pay all fees in advance. The security deposit and 50% of the total fee must be paid at time of reservation and the remaining 50% should be paid two weeks prior to the events. 50% of the security deposit and 100% of the fees will be refunded for cancelled events up to two weeks prior to the event date. No refunds are available after two weeks prior to the event.

Event Fees for Non-Members

Sanctuary.....	\$400.00
Fellowship Hall.....	\$300.00
Gym.....	\$500.00
Large Kitchen.....	\$400.00
Usage fee for all other rooms/room	\$50.00
<i>Repeated use of facilities.....Fees are at the discretion of the Board of Trustees</i>	

Event Fees for Members

Sanctuary.....	\$50/day
Fellowship Hall.....	\$75
Gym/Large Kitchen.....	\$150.00
<i>Repeated use of facilities.....Fees are at the discretion of the Board of Trustees</i>	

PLACEMENT ON THE CHURCH CALENDAR

Reservations for the church facilities for all events must be made through the church office. Only tentative arrangements can be made by telephone. The church is not considered reserved until the security deposit has been



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paid (\$250/member and \$500/non-member), the fee deposit has been paid (50% of the fees), and after approval at the next monthly trustees meeting.

Events will not be scheduled on the following holidays: Holy Week, Good Friday, Easter Sunday, Thanksgiving week-end, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. In addition, certain other week-ends in December are not available due to scheduling of church events.

SMALL SOCIAL EVENTS WILL BE RESCHEDULED OR FEES REFUNDED IF THERE IS A CHURCH FUNERAL.



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Date _____

Dear _____,

Enclosed is a Contract-Event Fee Form for your event on _____ . Please, complete, sign, and return to the Knightsville United Methodist Church with the deposit fees **at least 120 days prior to the Event Date.** The Church Secretary will act promptly to reserve the date through the Board of Trustees.

Please do not hesitate to contact the Knightsville United Methodist Church secretary, Katelyn Tidd at 843-875-2117, should you have any questions.

Sincerely,

KUMC Trustees

I, _____ agree to the terms laid out by the trustees of KUMC for the rental of the following spaces at KUMC: _____, on the date _____. I understand that if the terms of this agreement are not met, the security deposit will not be returned and any extra fees for damages might be applied.

Rental Fee: _____

Security Deposit amount: _____ on date _____

Balance amount: _____ on date _____

I also agree that all participants in the event will not use any alcohol or tobacco products on any part of the church campus.

Signature _____ Date _____

Trustees Signature _____

Approved on _____ (date)