



PASADENA UNITED METHODIST CHURCH
61 GOV. RITCHIE HWY., PASADENA, MD 21122
410-647-3090

To All Users of Church Facilities:

Our facilities are used by many organizations and the only way we can co-exist is to respect each other's right. Therefore, the Trustees requested that all users of Church facilities, including the Sanctuary, the Fellowship Hall, Kitchen, Choir Room, Office, Rest Rooms and Classrooms agree to and follow the guidelines presented below:

- It was voted on at our most recent Trustees meeting that **we can no longer allow rental or usage of the Fellowship Hall on any Saturday preceding our 9 A.M. Café Church services which are held on the 2nd and 4th Sundays of every month.** Due to the early time frame of the services, everything has to be prepared the day before and requires the complete table set up and continental breakfast preparation.
- There is to be no smoking, gambling, or alcohol on church premises.
- There are to be no pets/animals (cats, dogs etc.) brought inside the church building at any time.
- Always leave the facility and its furnishings and equipment in at least as good condition as you found it. This means that all furnishings should be returned to their original place and the facility must be left clean. All equipment and tools must be returned to their proper place. Additionally, if there is damage to equipment, please inform the Trustees so that it can be repaired. **Use of our sound equipment is not part of or included in the rental. Children must be well supervised and kept away from the sound booth in the Fellowship Hall and the area where the musical instruments are stored behind the screens.**
- If you change the way a room is set up, restore it to that set up before you leave.
- Do not use equipment not needed to perform your activity.
- If the facility is normally kept locked, be sure to lock up and turn off all lights when you leave.
- Always keep children under control. There is no reason for children to be wandering through the office areas or to misuse or abuse church equipment. Such behavior will not be tolerated.
- In particular, all tables and chairs are to be properly stored after use. There is storage space available under the stage and in the new storage area created next to the kitchen. Do not leave tables or chairs leaning against the walls in the Fellowship Hall. This leaves the Hall looking sloppy and can cause the need for premature repainting.
- Cleanliness in the kitchen is a **must**. Too often, the kitchen is left cluttered and not properly cleaned. All dishes must be clean and put in their place. The floor must be cleaned before leaving.

For security purposes, after everyone in your party has arrived, re-lock the doors.

- **A \$100 Security Deposit is required, which will be returned upon satisfactory inspection.**

The Trustees will be monitoring the use of the Church facilities by all organizations. We want the Church to be used as fully as possible, but we cannot tolerate misuse or abuse of the facilities. Therefore, if your group is found to be misusing or abusing our facilities, you may be asked to pay the costs for repairs or cleaning caused by your organization's actions. Repeated offences may lead to your group being asked to leave.

SANCTUARY	Facility Fee	Cleaning Fee	Security Deposit **	Total
Service * (PUMC active member or constituent)	Donation as desired	\$50	\$100	\$150

Wedding: See separate fee schedule.

FELLOWSHIP HALL	Facility Fee	Cleaning Fee	Security Deposit **	Total
Reception (PUMC active member or constituent)	Donation as desired	\$50	\$100	\$150
Reception (Non-member or inactive PUMC member)	\$200 without kitchen \$250 with kitchen	\$50	\$100	\$350 without kitchen \$400 with kitchen
Non-profit, non-Commercial Use	\$150	\$50	\$100	\$300
Commercial Use +	4 hours \$300 2 hours \$200 1 hour \$100	\$50	\$100	\$450 \$350 \$250

CLASSROOMS (Per Room)	Facility Fee	Cleaning Fee	Security Deposit **	Total
Non-profit, non-Commercial Use	\$25	\$15	\$100	\$140
Commercial Use +	\$50	\$15	\$100	\$165

+ An insurance rider is required for Commercial use.

** Security Deposit to be returned upon satisfactory inspection of facilities.

Payment Schedule:

One-half (1/2) of the total fees for facility use is required one month in advance of the event. Fees for services of professionals are not included in facility fees.

The key must be picked up the day before the event and returned the following business day.

Organizations of the Pasadena United Methodist Church (PUMC) and organizations *sponsored by* PUMC will not be charged a fee for the use of church facilities.

* Active member/constituent is defined as: regularly attends church services and contributes to the well being of Pasadena United Methodist Church.

Pasadena United Methodist Church has the right to bill for additional cleaning as needed.