

# Kochville United Methodist Church

6030 Bay Road, Saginaw, MI 48604-8703  
Church Office (989) 792-2321 Parsonage (989) 497-0271

## Building Use Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_  KUMC Member  Non-Member

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Building Use: \_\_\_\_\_ Purpose: \_\_\_\_\_

Time Building Will Be In Use (Including set-up and clean-up time.) \_\_\_\_\_

### Building Use Agreement ( Please check the following )

- I have seen/reviewed the Schedule of Fees for Building Use on pagetwo.
- I have been given a tour of the building to acquaint me with the building layout and facilities.
- A Building Manager is required to be present to unlock/lock the doors and to operate the chairlift.
- The building may be used only during the times requested. You may not come the night before to set-up or the day after to clean-up.
- Fee for Building Use is to be paid in full with a check made payable to Kochville United Methodist Church a minimum of two weeks prior to the scheduled event.
- Fees for Minister and Organist will be paid with a separate check to each individual.
- The Trustees shall consider approval of any refundable sums at the next regular Trustee meeting following the date of the building use. Building must be returned to original condition, i.e. clean, set-up as found, bathrooms clean, lights & fans off and heat turned down. Completion of these items, to a satisfactory degree, will make it possible for the Trustees to consider a refund for a portion of the Building Use fee. In no case shall the refundable amount be greater than \$60.00.
- There is to be **no smoking** in the building.
- Alcoholic beverages are not allowed** in the building, parking lot or on church property.
- The Board of Trustees reserves the right to refuse the use of the building. The chairperson of the Board of Trustees, in addition to two other Trustees, must approve all building use applications.
- Applicant must read and sign the policy statement.

***I have read these requirements and the Schedule of Fees for the Building Use and accept the responsibilities as the renter of the building:***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_  
( Chairperson of Board of Trustees )

Approved by Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_ ( For office use only )

Received by: \_\_\_\_\_

Refund Amount approved by Trustees: \_\_\_\_\_ Date: \_\_\_\_\_ ( For office use only )

Approved by: \_\_\_\_\_  
( Chairperson of Board of Trustees )

# Schedule of Fees for Building Use

**Funeral:** No fee for church use for members, or those associated with the church, at the discretion of the Pastor.

**Organist** — Music arrangements will be made with the Church Organist. The fees for the organist will be at the discretion of and paid directly to the organist.

**Soloist** — At the discretion of the family.

**Food** — Ladies from the church who are working in the kitchen shall decide the fee for the food that is prepared by them.

## Wedding — Use of Sanctuary

**Use of the church for weddings** must be officiated by our Pastor.

**Minister** — Bride and groom are to discuss counseling, wedding rehearsal and wedding with the pastor. Fees charged by the Pastor will be at the discretion of and paid directly to the Pastor by the Bride and Groom.

**Organist** — Bride and Groom are to discuss music arrangements with the church organist. Fees for organist services shall be at the discretion of the church organist and paid directly to the organist by the Bride and Groom.

### Fees for Members

Use of Sanctuary and Heritage Hall  
\$100.00 fee. Refund of \$50.00 if building is left in clean and neat condition.

### Fees for Non-Members

\$250.00 Fee  
The church will provide a person to operate the chairlift, for an additional fee of \$50.00, when the event occurs.

### Optional Fees for Wedding

- The Bride and Groom are responsible for the **Wedding Bulletins**.
- A **white runner** (50 feet), if used, is purchased from the florist company used by the wedding party.
- If used **candles** (14) for the candelabras are to be purchased by the wedding party.

## Use of Heritage Hall

### Fees for Members

\$60.00 fee. Refund of \$30.00 if building is left in clean and neat condition.

### Fees for Non-Members

\$300.00 Fee  
Refund of \$50.00 if building is left in clean and neat condition.

### Kitchen /Heritage Hall

- The kitchen is available for **minimal use** to keep food warm with **limited use of**, ovens and/or stove top.
- When using oven(s) or stove top the **range hood must be turned on**.
- Only **members** who are experienced in our kitchen are allowed to prepare food in the kitchen.
- The church's dishes, silverware and cooking utensils are not available. They shall be provided by the renter.
- The applicant is responsible for set-up, take-down, clean-up and to rearrangement of chairs and tables as they were found.

### Chairlift ( Please initial one of the following )

\_\_\_\_\_ I will require the use of the chairlift.

\_\_\_\_\_ I will not require the use of the chairlift.

### The chairlift shall be operated by KUMC church trained personnel only.

- Use of the chairlift is an option available for an additional \$50.00.
- If chairlift is needed the fee may be waived with the approval of the Trustees.

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