

# **Paragould First United Methodist Church**

## **FACILITY RENTAL AND USAGE POLICIES**

### **PURPOSE**

The Paragould First United Methodist Church facilities serves as a place of worship and a center for church-related programs. The physical facilities may also serve to facilitate a wider ministry to the community. To the extent that the space and time are available, PFUMC will serve our community by making our physical facilities available for programs that will benefit the larger community. For questions regarding a wedding, see specific **Wedding Policies**.

### **RENTAL PAYMENT**

One hundred percent (100%) of the rental fee and contract signing is required at the time of booking. All checks should be made payable to FUMC Paragould.

### **RULES**

1. First United Methodist Church properties are all to be considered God's house. Those participating and enjoying the activities should conduct themselves and dress consistent with Christian standards.
2. No use of any tape, push pins, sticky tack, staples, etc. on walls, doors, or ceilings.
3. Premises must be vacated at designated time.
4. The facility and furnishings are to be left in a clean condition at the end of rental.
5. There should be no damage to the facility, furnishings, and/or grounds.
6. No improper conduct allowed, as determined by FUMC Staff. Improper conduct shall include, but not limited to, presence of alcohol, apparent intoxication, abusive or threatening language, physical violence, lewd behavior, and disrespect of buildings and furnishings.
7. All clean-up is responsibility of the renter.
8. No organization or persons can use the FUMC facilities or properties for profit.

### **CANCELLATION REFUND**

The renter must notify PFUMC in writing no less than 14 days prior to reservation date in order to receive a 100% refund. Any cancellations after 14 days will not be refunded.

### **DECORATIONS/ENTERTAINMENT**

NO decorations can be attached to any part of the facility (includes walls, doors ceilings, etc.). Entertainment is subject to approval. No jump houses allowed.

### **CONFETTI/SPARKLERS/BURNING CANDLES**

Confetti, sparklers, and burning candles are not permitted. In addition, there should be no rice, bird seed, glitter, etc. used.

### **SUPERVISION**

FUMC Staff will have complete authority over the facility, all equipment, participants and activities, including the authority to request changes in activities or cessation of activities. The renter must be present during entire rental period and must be available to meet with staff if necessary. There

shall be at least one adult for every 5 minors in attendance, who shall remain for the duration of the event.

#### **FOOD**

There should be no food or drinks anywhere except in the Welcome Center, kitchen, gymnasium, or two community rooms. Groups bringing food into the facility must supply their own plates, cups, utensils, napkins, etc.

#### **ALCOHOL IS PROHIBITED. SMOKE FREE CAMPUS.**

No person is permitted to bring, use or serve alcoholic beverages in the building or on the property. PFUMC is a smoke free campus.

#### **CONDUCT**

No loud or inappropriate language will be tolerated. No tobacco is to be used in or near the church buildings. No alcohol products or illegal drugs are allowed on church property. No person is permitted to come to any activities at the church under the influence of alcohol or illegal drugs. Gambling will not be allowed on the church property. Smoking will not be allowed within the building. Aggressive behavior will not be allowed. Running will be confined to the gym area. Conduct of participants and guests must be consistent with FUMC's policies and statement of beliefs.

#### **FACILITIES**

Do not move or remove furniture, equipment, etc. without approval.

#### **SOUND/MUSICAL INSTRUMENTS**

The worship center sound team will be responsible for operating the sound system. NO ONE other than church assigned personnel will operate the sound system or be in the sound room. In addition, facility fees do not include the use of any musical instruments.

#### **GYMNASIUM**

Purposefully kicking balls or equipment against the walls will not be permitted. Kicking the walls with shoes or using other objects against the building will not be allowed. Slam dunking or hanging on the rims of the basketball goals will not be permitted. Throwing balls at the ceiling is also prohibited.

#### **FLEMING WORSHIP CENTER**

The contemporary worship center allows for flexibility of worship services and designs as well as other presentations and meetings. While the worship center is a contemporary room, it is still a holy space set apart for the sake of worship. Any services in that space (Sunday morning, weddings, funerals, funeral visitations, etc.) ought to maintain the sense of worship including appropriate elements such as the altar table and its appointments. There should be no excessive decorating or displays near the stage area that might interfere with a sense of worship. Other meetings or presentations may be held in the worship center at the Senior Pastor's discretion.

#### **KITCHEN**

An additional cleaning/damage deposit of \$50 will also be required for all functions using the kitchen. This deposit will be returned only if the kitchen is left clean and all items have been put away. Non-members, and members using the kitchen for non-church activities (receptions, showers, parties, etc.), will be required to pay this fee.

**LIABILITY**

Individuals or groups will be required to pay for replacement of damaged, lost or destroyed equipment. Personal items should not be left lying around. The church is not responsible for personal items. The use of the facility and all equipment will be at the risk of the participant. FUMC Paragould does not assume liability or responsibility for any injury to a user of the facility.

**SCHEDULE**

The scheduled programs of FUMC Paragould have priority use of the facilities. One must verify the church calendar in the office for scheduled events. In the event that a funeral and/or funeral meal arises conflicting the date of your event, the funeral functions will take precedence. We will work with you the best we can to accommodate.

**CLEAN UP**

Any group using an area will be responsible for returning the area to its original configuration, cleaning up trash, sealing all full trash bags and placing them in the trash bins which are located at the Northwest Corner of the building. (SEE ATTACHED *Checklist of Responsibilities After Building Use*)

**\*Guidelines may be altered or amended at any time by the FUMC Staff and/or committees. Exceptions to these building use policies, including fees, may be adjusted or waived with written approval from the Pastor, with report to the Trustees.**

Non-FUMC groups may qualify for the following permitted uses for the fellowship hall and gymnasium providing they agree to and sign all required forms and the building is not previously scheduled for use.

- |                      |  |
|----------------------|--|
| Church Groups        | Community Organization Meetings approved by FUMC |
| Receptions / Dinners | Church Organizations approved by FUMC            |
| Weddings / Funerals  | Christian Concerts / Programs                    |
| Showers / Parties    | Youth or Children’s Events                       |

**BUILDING USAGE FEES**

Welcome Center	\$100
Community Room	\$100
Gym / Fellowship Hall	\$125
Kitchen	\$125 + refundable \$100 deposit
Kitchen & Gym	\$175 + refundable \$100 deposit
Fleming Worship Center	\$300

## Rental Agreement

Welcome Center	\$100
Community Room	\$100
Gym / Fellowship Hall	\$125
Kitchen	\$125 + refundable \$100 deposit
Kitchen & Gym	\$175 + refundable \$100 deposit
Fleming Worship Center	\$300

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

Event Type: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

I agree to all policies and guidelines in the Paragould First United Methodist Church Rental Usage Policies document.

Applicant Signature: \_\_\_\_\_

*For office use only*

Cash \_\_\_\_\_ Check \_\_\_\_\_

Today's Date: \_\_\_\_\_

Receipt # \_\_\_\_\_

Staff Signature \_\_\_\_\_

IF Kitchen use, please check here if additional cleaning/damage deposit was made (\$50) \_\_\_\_\_

## **Paragould First United Methodist Church**

### **CHECKLIST OF RESPONSIBILITIES AFTER BUILDING USE**

- Return all tables, chairs, and other furnishings to the original positions after your function. Each group is responsible for returning rooms to the original condition before departure.
- Report damage, breakage, or accidents of any kind to a member of the church office staff immediately. Damage or cleaning fees may be assessed at the Trustees discretion.
- Report all physical injuries to a member of the church office staff after attending to the injury.
- Smoking is not allowed in the building (including vaping). Smoking is only permitted off of the church property. Use or possession of alcohol or drugs on the property is strictly prohibited.
- Each group using the church is responsible for turning off all lights and locking all doors and windows before leaving the building.
- The facility closes at 10:30pm. All activities must be completed and cleaned up by 10:30pm, except by written permission from a Trustee or a member of the office staff.
- External doors are not to be propped open. If an external door is unlocked at the beginning of the meeting, it must be re-locked at the end of the meeting.
- Do not nail, staple, tape or fasten banners, posters, or wall hangings to the interior or exterior of the building. Exceptions to this rule must be pre-approved by the church trustees.
- Furniture may not be added to the room without prior permission from the trustees.
- The church property may not be used in any manner that creates a nuisance or hazard to the community. The Pastors or a church Trustee can provide guidance as needed.
- Activities are restricted to areas contracted in the *PFUMC Facility Rental and Usage Policy*. Other rooms, even if they are empty, are not to be used. If additional space is needed, the building use contract should be amended.
- Parents and/or adult sponsors must be present at all times to supervise youth (under age 18) and children's activities.
- Groups bringing food into the facility must supply their own table service, plates, cups, utensils, napkins, etc. Trash must be removed from the building and placed in the dumpster. Trash piled outside the dumpster is unacceptable.
- Paragould First United Methodist Church reserves the right to relocate activities in the facility to accommodate other activities. The church office will attempt to notify the group prior to their meeting.
- If the building use is on an ongoing basis, the church office must have current contact information.

# Paragould First United Methodist Church

## WEDDING POLICIES

- An FUMC pastor is to be in charge of any wedding.
- If a minister other than a FUMC pastor is being considered for assisting in a wedding, this must be approved by one of our pastors prior to the date being put on the church calendar. Our pastor must extend the proper invitation to the visiting minister.
- Couples desiring the use of First United Methodist Church should call the church office and request a copy of our building and wedding policies.
- After thoroughly reading said policies, if you want to have your wedding at First United Methodist Church, call one of the pastors to arrange an appointment with the Pastor for counseling with both the prospective bride and groom. No wedding date will be added to the church calendar before meeting with one of our pastors.
- One of our currently appointed ministers will be in charge of both the rehearsal and the wedding ceremony. Wedding consultants should confer with the minister in charge and our church wedding liaison.
- Saturday weddings shall start no later than 6:00 pm to give our custodian time to make facilities ready for Sunday.
- Consult with our church organist concerning selection of music. In the event it is not possible for our church organist to provide your music, they might help in securing an organist.
- Contact our sound tech regarding use of sound system.
- If you are not a member of this church, and would like your minister to conduct the wedding, you and your pastor must contact one of our pastors. This will require an extra fee, as one of our pastors must be in attendance.

### A SERVICE OF WORSHIP

The Services of Christian Marriage found on pages 115-138 of The United Methodist Book of Worship are the acceptable Orders of Worship for a marriage held in the United Methodist Church. If you desire to read these pages, The Book of Worship is available in our church office and online. Service I is also found on pages 864-69 of the United Methodist Hymnal. A ritual consisting of statements and vows prepared by individuals may not be substituted for the established ritual of the Church. The Christian marriage ceremony is a service of worship before God, conducted within the house of God. Reverence will be expected on the part of all present and the service will be under the sole direction of the pastor. The same guidelines which regulate our members also apply to non-members when you choose to be married at the altar of our church.

### SCHEDULING

Weddings may be held in the sanctuary or chapel whenever worship services are not being held in consultation with the pastor. Weddings will **NOT** be scheduled on:

- Sundays
- Later than 6:00 pm
- An official church holiday, on the eve of the day preceding a holiday, or weekend of the holiday. (i.e. Christmas, Easter, Thanksgiving, etc.)
- A non-member wedding cannot be confirmed more than 5 months in advance
- There will not be more than one wedding scheduled on the same day.

## **MUSIC**

Only music of religious or church-centered nature should be considered in a church wedding. Because the choice of music is so important, the organist needs to be consulted in all decisions regarding music selection. Organist fees should be discussed with the organist and paid directly to the organist by the family. In the event it would be impossible for the organist of First United Methodist Church to play for a wedding, he/she will aid in securing an organist.

## **ALTAR FURNISHINGS & DECOR**

- The furnishings of the sanctuary and chapel are symbolic of the presence of God and are a part of what makes our building a church.
- The communion table is the focal point of the sanctuary and shall not be removed. It may be moved forward, to just beyond the rail, or back to the banister separating the choir loft. All appointments are to remain on the table.
- The chairs and lectern may be moved with the permission of a pastor or staff. These are to be moved at the rehearsal and put back in place following the wedding ceremony.
- The wedding florist should be told that dripless candles are required. No nails, thumbtacks, staples, screws or tape are to be used in the fastening of decorations to the pews, furnishings, chancel rail, or any part of the building. Live flower petals are not to be used by the flower girl. (If stepped on, they stain the carpet.)
- Decorations are to be removed and the church left in order as it was found. This should be done immediately following the service so that other services will not be delayed.
- Flowers may be left for a worship service if prior arrangements are made with the church office.
- For weddings in the chapel, the requirements concerning decorations are the same as those set forth in the sanctuary.
- For weddings during the Christmas season, all decorations (Chrismon Tree, window and light decorations, poinsettias, etc.) are to be left in place.
- Confetti, sparklers, and burning candles are not permitted. In addition, there should be no rice, bird seed, glitter, etc. used.

## **PHOTOGRAPHY**

Photographs can be taken before and/or after the ceremony. The bride and her escort may be photographed by the photographer just prior to their procession. We ask that no flash photographs be taken by the photographer, family members or friends from the time guests arrive until the completion of the ceremony. Natural light photographs may be discreetly and quietly taken from the balcony or back of the church. It is the responsibility of the person arranging for the photographer to make clear these restrictions and rules to the photographer, friends and family members.

Hiring an independent video photographer is allowed. Videotaping of wedding ceremonies will be allowed only **IF** approved by the officiating pastor. Consult with the pastor on the placement of a video camera. Video cameras placed in the Chancel area will sometimes take away from the atmosphere of worship and may distract from the wedding couple. Video cameras may be used only with natural lights, it must be silent and must be in a stationary position.

## **SOUND & AUDIO**

You must contact the church's sound tech to use any canned music or microphones at least 1 month prior to the wedding date. Our sound tech will be needed during wedding rehearsal and the wedding ceremony. A fee of \$50 or \$100 is required for their time.

## **NURSERY**

Nursery facilities are available, and it is suggested that if persons with young children or babies are invited to the wedding, you consider making arrangements for hiring a nursery worker at your expense. The church office has a list of quality nursery workers to help with this.

## **DRESSING ROOMS**

- Men dress in the Alpha Classroom, behind the choir loft.
- Ladies dress in the Chapel, west of the narthex.
- Food and beverages are not allowed in the dressing rooms. Food and drinks may be served in the church kitchen.
- Remember to have these rooms cleared of belongings and trash before leaving the church for the reception.

## **REHEARSAL**

Rehearsals should begin promptly at the time scheduled and should proceed in a dignified manner. We would remind the members of the wedding party that throughout the rehearsal they are in a holy place dedicated to the worship of God. It should be clearly understood that at both the rehearsal and the wedding, our minister is in charge and his/her decisions as to form and procedure shall be honored.

One hour's time should be allowed for the rehearsal. It is helpful for decisions such as order of bridal procession, which ushers will seat the mothers, who will light the candles, etc. be made prior to the rehearsal time. The bride and groom, their parents and grandparents, their attendants, those presenting the music and the ushers should be present.

It is suggested that if rehearsal dinner invitations are to be extended to the minister, musicians or wedding consultant and spouses, they should be made prior to rehearsal time. If alcoholic beverages are to be served at the rehearsal dinner or any event in connection with the wedding outside of the church, the minister should be so informed at the time an invitation is extended to him/her.

No rehearsal will be conducted when any member of the wedding party is under the influence of alcoholic beverages or illegal drugs. Smoking and the use of irreverent language in all areas of the church is strictly forbidden.

## **THE WEDDING DAY**

- Ushers should arrive at the church not less than one hour before the time of the wedding. The groom, best man and his other attendants should be in the area of the minister's office 15 minutes before the wedding hour.
- No wedding can be performed unless the marriage license has been presented to the minister prior to the wedding. The rehearsal is a good time to get this taken care of.

- The church fellowship hall is available for wedding receptions. A limited amount of silverware, glassware, tables, skirting, and is available at the church. If the use of any of these is desired, make arrangements through the church office. The date and time for the reception should be placed on the church calendar.
- No alcoholic beverages or smoking will be allowed on the church premises.
- Rice, bird seed, etc. cannot be thrown inside the church.

**FUMC Contact Numbers**

- Church Office, 870-239-8541  
     Pastors: Rev. Dane Womack & Rev. Chase Burns  
     Administrator: Denise Chipman  
     Sound Tech: Karole Risker  
     Custodian: Iona Stone
- Organist: Bernard Raley, 870-335-8007
- Wedding Liaison: Linda Futrell, 870-476-1025

**WEDDING FEES**

	<b>MEMBER</b>	<b>NON-MEMBER</b>
SANCTUARY	\$150	\$300
WORSHIP CENTER	\$150	\$300
CHAPEL	\$100	\$200
RECEPTION (CAKE ONLY) GYM/FELLOWSHIP HALL	\$100	\$200
RECEPTION (FOOD/MEAL) GYM/FELLOWSHIP HALL	\$150	\$300
REHEARSAL DINNER GYM/FELLOWSHIP HALL	\$100	\$200
SOUND TECH	\$50	\$100
WEDDING LIAISON	\$50	\$100
PASTOR HONORARIUM	\$150	\$300
ORGANIST HONORARIUM	Minimum 3 counseling sessions. Should be paid directly to pastor.	
DEPOSIT	Should be discussed with and paid directly to organist. \$100 deposit is due when date is set on church calendar.	
OTHER	Balance of fees is due 30 days prior to the wedding date. All fees are paid directly to the church except for organist & pastor honorariums. All fees are subject to change if an excessive amount of cleanup is required.	

**POLICY UNDERSTANDING**

We have received a copy of First United Methodist Church’s Wedding Policies and Fee schedule. We understand the policies and fees and will abide by them as set forth therein. Should we have any questions, we will first contact the wedding liaison then FUMC offices.

**ALCOHOL / CONDUCT POLICY**

Read \*and explain\* to all members of the wedding party.

The use of alcoholic beverages is not permitted on church property, including parking lots and buildings. The church has a zero tolerance stand on this issue. Unruly or drunken behavior will not be allowed. Anyone who violates this policy may be removed from the wedding rehearsal and/or ceremony.

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

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

Wedding Date & Time (approved by pastor): \_\_\_\_\_

Church Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

***Returning this signed form along with your \$100 deposit will reserve your wedding date on the church calendar.***

## Wedding Information

To be completed and returned to FUMC offices as early as possible and ***no later than 30 days*** prior to the wedding date.

NAME	
WEDDING DATE	
TIME	
PLACE	
PASTOR	
ORGANIST	
GUEST PASTOR contact info.	(if applicable)
REHEARSAL DATE & TIME	
WEDDING RECEPTION LOCATION & TIME	
FLORIST contact info.	
PHOTOGRAPHER contact info.	
VIDEOGRAPHER contact info	(if applicable)
Do you want an invitation to your wedding printed in church communications preceding your wedding? YES or NO (circle one)	
Do you want your floral arrangements left for Sunday Worship Services? YES or NO (circle one)	

BRIDE	Member of FUMC? YES or NO (circle one)	
	NAME	
	ADDRESS	
	PHONE	
	EMAIL	
	If a member of FUMC, how should your name appear on the membership roll after your wedding?	
GROOM	Member of FUMC? YES or NO (circle one)	
	NAME	
	ADDRESS	
	PHONE	
	EMAIL	
	If a member of FUMC, how should your name appear on the membership roll after your wedding?	
MAID OF HONOR		
BEST MAN		
BRIDESMAIDS		

GROOMSMEN	
USHERS	

OTHER (soloist, musicians, etc.)	