**First United Methodist Church of Buckhannon**

**General Policies for Building Usage, Weddings, and Receptions**

**CHURCH FACILITIES**

1. There will be no charge for the use of church facilities for those persons whose families are active constituents or active members of First UMC. However, there will be a required Custodial fee for custodial services.
2. Fees for building usages:

Sanctuary $75.00

(For Wedding: $100: includes wedding date and rehearsal date)

Godwin Hall 75.00

Kitchen 75.00

Chapel 25.00

1. Furniture and sanctuary appointments will not be moved without permission of the pastor.
2. No nails, staples, tacks, or anything that may disfigure building or furnishings may be used in attaching decorations.
3. Persons using facilities are responsible for any damages that may be incurred.
4. Following the event, persons are required to remove all equipment, food, and materials used during the event that is not property of First UMC.

**ASBURY HALL**

1. Receptions held in Godwin Hall of First UMC

a. Members $50.00 for first 50 guests,

$15.00 for each 1 – 25 guests thereafter

b. Non-members $100.00 for first 50 guests,

$50.00 for each 1-25 guests thereafter

**CUSTODIAN**

1. A fee of $50.00 is required for members and $75.00 for non-members for use of Sanctuary.
2. A fee of $50.00 is required for use of Godwin Hall in addition to the $50.00 fee for members and $75.00 fee for non-members for the use of the Sanctuary.

**DEPOSIT TO SECURE REQUESTED DATE and FEES**

After a total of costs has been calculated with the Office Manager, a 50%, non-refundable deposit must be made to secure the requested date. All usage and custodial fees must be paid, Seven (7) days prior to scheduled event.

**ORGANIST**

1. The Organist of FUMC shall have first option for wedding ceremonies, unless permission is given by both the pastor and First UMC organist.

Fees:

$100.00 for ceremony, $150.00 for both ceremony and rehearsal, plus additional fees for rehearsal and accompanying soloists or other musicians may be added. Additional fees are at the discretion of the organist and are set at $25.00 per hour. Fees are to be paid directly to the organist.

**PASTOR**

The pastor of First UMC will do all weddings at the FUMC facility. Other pastors may assist at the invitation of the pastor.

1. The couple will meet with the pastor at least 1 (One) time prior to the wedding to make arrangements for the ceremony and for a time of counseling.
2. The pastor will be in charge of the rehearsal and wedding ceremony.
3. “A Service of Christian Marriage” from The United Methodist Book of Worship will be used.
4. A charge of $125.00 for non-members should be paid directly to the pastor prior to the rehearsal.

**GENERAL**

1. Alcoholic beverages or recreational drugs will not be used in or outside the church facility or church property.
2. No smoking in the building.
3. Please inform the photographer, relatives and friends that no flash photographs may be taken during the ceremony. However, prior to and following the service, photos are invited.
4. Inform the wedding guests that rice and bird seed throwing is not allowed on church property, inside or outside the building. NO EXCEPTIONS.
5. Silk flower petals shall be used (flower girl) during the ceremony.
6. First United Methodist Church assumes no responsibility for any items that are lost or stolen.