

MARVIN UNITED METHODIST CHURCH

4400 Wheeler Road, Martinez, GA 30907 • 706-863-0510 • mumc1891@knology.net • www.MarvinChurch.com

Facility Use Request: Wedding

Name of Bride _____ Name of Groom _____

Contact Person _____ Cell Phone _____ Text? Yes

Mailing Address _____
Street Apt City State Zip Code

Email _____

Wedding Date _____ Time _____ AM PM

Rehearsal Date _____ Time _____ AM PM

Number expected to attend? _____ Size of wedding party? _____ Bridesmaids _____ Groomsmen

Rehearsal Dinner _____ Number to attend _____

WEDDING

- Sanctuary *wedding, rehearsal, decorating*
- Custodial clean-up, *wedding only*

FEES

\$500
\$50

DEPOSITS

REHEARSAL DINNER

- Marye Garrett Room
- FLC Kitchen
- Sarah Hemphill Hall *with kitchen*
- Custodial clean-up
- Key deposit

\$200
\$150
\$200
\$50

\$50
\$50

RECEPTION

- Marye Garrett Room
- Gymnasium
- FLC Kitchen
- Sarah Hemphill Hall *with kitchen*
- Custodial clean-up
- Key deposit

\$300
\$150
\$150
\$300
\$100

\$50
\$50

OTHER NEEDS

- Pianist
- Sound system operator
- Damage deposit (*refundable*)

\$100
\$50

\$100

NEEDED

- Tables # _____ Round # _____ Rectangular # _____
- Chairs # _____

Reception location set-up fee \$50 Draw group set-up diagram on back of this sheet

Key Deposit fee \$50 refundable when key is returned

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Signature of Requestor _____ Print _____ Date _____

Request approved by Pastor _____ Date _____

TOTAL FEE \$ _____ Paid by _____ Date _____

Deposit paid \$ _____ Paid by _____ Date _____

Amount refunded \$ _____ Returned to _____ Date _____

Church activities and services supersede any rental agreements, and every effort will be made to work through scheduling issues.

- Set-up and clean-up fees are assessed as needed.
- Facility use deposits must be paid at time of reservation.
- Remaining fees must be paid one week before the wedding/rehearsal dinner.
- Key(s) is issued 48 hours before wedding/rehearsal dinner.
- Fees will be reimbursed, if cancelled within 72 hours before the rehearsal dinner and wedding.

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Building Use Requirements

The following rules apply to any person or group renting Marvin church facilities and/or grounds.

- **Payment.** A deposit or payment in full is required when request is approved. Cancellations must be made 24 hours before scheduled event to receive key deposit and payment refund.
- **Supervision of Minors.** When children (18 years and under) are participating or attending an event sponsored by the Renter, the children must be supervised by a responsible adult at all times. This includes all grounds, play areas, buildings, and parking lots.
- **Long-term Renters/Sponsors/Chaperones must**
 - Provide proof of criminal background check (*annually*).
 - Sign having received a copy of Marvin's Safe Sanctuary policy.
 - Show proof of liability insurance on organization or participants' parent/guardian sign waiver.
 - Provide opportunities for church representatives to meet and greet participants, distribute information about church activities, and share volunteer opportunities.
- **Responsibility for Damages.** Any damage to church property (repair or replacement) is the responsibility of the Renter, person or group.
- **Church Priority.** Church events take priority over any rental agreement. We will grant requests as needed. Remember, this is a church and all activities and behaviors should reflect our purpose to serve Jesus Christ.
- **Key Deposit.** There will be a \$20.00 deposit on any key(s) given to the Renter. The deposit will be returned when keys are returned to the Church Administrative Assistant. If the key is lost or not returned for any reason, the Renter forfeits the deposit.
- **Door Locks.** There will be a \$20 fee if a group leaves any door unlocked when the event is done or if a Church Trustee has to lock the doors.
- **Clean-up.** If clean-up by the church Custodian is required after any event, the Renter will be charged a clean-up fee of \$25 per hour.
- **Use of Family Life Center Kitchen.** The following guidelines must be followed before the \$50 deposit for use of the FLC kitchen is returned.
 - Stove and oven may not be used without training beforehand. They must be cleaned and drippings emptied.
 - Sinks and drains are to be washed.
 - Towels and dish cloths are to be taken to the laundry—washed, dried, and returned to their designated area.
 - Unless requested at time of rental, Renters must provide their own cooking and serving equipment and utensils.
 - All equipment must be washed, dried, and returned to their designated area.
 - All kitchen counters, tables, and carts must be wiped down, floors swept and mopped.
 - Leftovers should not be left in the refrigerators or freezers.

Thank you for choosing Marvin UMC as your neighborhood gathering place. Help us keep the buildings and grounds in peak condition so we can all enjoy this asset for years to come.

Marvin UMC Trustees

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Safe Sanctuary Policy at a Glance

We care about the safety and well-being of all children and youth and follow these guidelines.

- Volunteers will be screened and trained before serving.
- Volunteers will be 18 years or older and in the church for at least six months before serving.
- A minimum of two adults will be present in each room during activities and events.
- Doors without windows will remain open and those with windows will be uncovered at all times.
- Children 12 years and younger will be accompanied by adults when participating in church-sponsored activities and when using church facilities and grounds (*including parking lots, playground, patio, and Prayer Garden*).
- Children 12 and younger will be released to parents/guardians *only*.
- Parents must register and sign infants and toddlers in and out of the Nursery.
- Allegations of abuse will be dealt with promptly and reported to the appropriate officials.
- Adults should avoid *friending* children/youth on social networks.
- *In exceptional circumstances*, parents/guardians must give written permission (*note, email, or text*) for children/youth, 18 years or younger, to be in the company of an individual adult at an event, riding back-and-forth between home and church, and being on the church grounds for an extended period of time.

I, _____, received a copy of this Marvin UMC Safe Sanctuary policy and agree to abide by its guidelines for protecting the safety of children, youth, and vulnerable adults.

Signature

Date