



BUILDING USE POLICY - GENERAL

(Rev. 2023)

General information on Building Use of First United Methodist Church of SLC (FUMC)

The historic church was built in 1905-1906 and the Sanctuary has been refinished so that it is a lovely representation of an early 20th century building. The Wesleyan Heritage Pipe Organ is one of the last remaining pioneer pipe organs in the Intermountain West. As such, we receive many requests to use our building and our Sanctuary. Each request is reviewed for appropriateness of use and alignment of purpose with the values of the United Methodist Church in serving others with love and seeking justice in our community as well as the overall impact on the building. Typical uses of the building include: weddings, funerals, community meetings, and musical events. This policy explains the terms of agreements for building use between requestors, hereinafter referred to as Building User, and First United Methodist Church of Salt Lake City, hereinafter referred to as FUMC.

Building Use Request

Requests for use shall be made to the Church Office Manager by phone at 801-328-8726 or by email at office@fumcslc.org. Requests will be forwarded to the Events Coordinator for building use review, identification of church volunteers or church staff required during the event and any other logistical needs. FUMC will make every effort to respond to requests for use within one week of receipt.

Building Use Fees –

- **Sanctuary Rental** - The **standard fee** for daily use of the entire Sanctuary is \$300.
 - **Single Room Rental** for meeting space, including the Fellowship Hall, will be determined on a case by case basis with a \$100 minimum fee. (There is a \$200 minimum fee for use of the Fellowship Hall).
 - **Wedding Rental** - Fees for use by non-Parishioners are as follows:

\$500.00	Sanctuary – includes use of two rooms (Bride’s Room and Groom’s Room)
\$100.00	Custodian’s Honorarium – non-refundable
\$100.00	Church Host
<u>\$300.00</u>	Cleaning Deposit – refundable if standards are met as listed
\$1000.00	Total payment due
- Additional Fees as requested:
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| \$200.00 | Fellowship Hall and kitchen |
| \$250.00 | Pastor’s Honorarium (paid directly to the Pastor) |
| \$250.00 | Principal Organist’s Honorarium (paid directly to the Organist) |
- **Wesleyan Heritage Pipe Organ** - Use of the historic organ is welcomed and encouraged. Arrangements for the organ’s use must be cleared and negotiated with the Principal Organist. The Principal Organist may be available to provide music per the “Additional Fees” section of this document.

Cleaning Guidelines and Fees

Before vacating the building, Building User is responsible for basic cleaning tasks

- Pick up all programs and papers from the Sanctuary or other spaces for recycling.
- Place all trash in appropriate trash containers.
- Wash/sanitize dishes that are used during an event in Fellowship Hall and return to storage locations.
- Sweep the kitchen (when used) and Fellowship Hall floor after use of Fellowship Hall.

- Remove all Building User's materials and equipment from the building and premises.
- Any other tasks that may be necessary as directed by the FUMC Host.

A \$100 cleaning deposit is required for events other than Weddings (see Wedding Rental section). If Building User agrees to and complies with the basic cleaning tasks, this fee may be reduced, refunded or waived. Failure by Building User to provide for this basic cleaning will result in Building User's forfeiture of the cleaning deposit.

For weddings and performance events, one rehearsal is included in the fee and may be scheduled as soon as the fees and cleaning deposit are paid.

Building Use Agreements

Payment is due no less than 72 hours in advance of the event. Payment may be made by check or money order, electronically at <https://onrealm.org/FirstUnitedMeth48873/-/give/now> or by following the "Give Now" button on our website, fumcslc.org.

Sound System - The basic fees include the use of one microphone for public address. If the complete sound system is needed, an FUMC sound technician will be required for an additional fee of \$50 - \$100.

Use of the building is restricted to the rooms approved in the APPLICATION and adjacent hallways and restrooms. Building User agrees to provide adequate supervision of all persons from their organization or event while on FUMC grounds. Minors (person under the age of 18) must have adult supervision at all times.

Building User agrees to abide by all occupancy loads set by the Fire Marshal and the applicable Fire Prevention Code. The Code does not permit obstruction of exit passageways.

For the safety of our visitors, no children under the age of 12 are permitted in the balcony.

No smoking is allowed anywhere within the building. No alcoholic beverages, illegal substances or weapons are allowed anywhere within the building or on church grounds.

Building User agrees to be responsible for any damages and/or theft to the building, its furnishings, appliances, electronics, fixtures, equipment, table accessories, etc. by guests, invitees, caterers, etc. Building User agrees that they use the facilities AT THEIR OWN RISK and takes the facilities AS IS without any warranty of fitness for a particular purpose or any other warranty. Building User agrees to hold FUMC, its staff and administrative members free and harmless from any loss, damage, liability, cost and expense from any cause that may exist or arise during the use of said building by the contracting party or parties.

FUMC assumes no financial responsibility for any items left by Building User in the building or on FUMC grounds. Decorative items for any event are to be pre-approved by a member of the FUMC staff. Approved items are not to be hung on the church furnishings or organ case.

FUMC may request a Certificate of Insurance from any group or organization prior to group's use of the facilities. If requested, the Certificate of Insurance must be received by FUMC prior to use of the facilities.

Building User is expected to provide their own disposables (coffee and supplies, paper plates, cups, napkins, drinks, plastic ware, etc.) If Building User elects to use the church's reusable dishes, flatware and cookware, they are responsible for correctly running all items used through the sanitizing dishwasher and returning them to their proper storage location.

Space is reserved only for the dates and times specified and approved in the APPLICATION. Building User agrees to notify FUMC of any changes to the scheduled event 48 hours prior to event date. FUMC will notify Building User of any changes to the event date due to funerals, other church activities or unforeseen circumstances.

The attached BUILDING SPECIAL USE AGREEMENT and FACILITIES USE APPLICATION must be submitted for consideration of requests.

203 South 200 East, Salt Lake City Utah, 84103 801-328-8726