

**Pittsboro United Methodist Church**  
**Policy for Use of PUMC Facilities (all uses other than weddings)**

- 1) Complete Room Request Form and provide to Church office via e-mail, online scheduling or provide necessary information via telephone. If you must cancel your reservation, please notify the church office as soon as possible.
- 2) Rates: All Church members and local non-profit community organizations may have use of Church facilities at no charge. Free will donations are gladly accepted to help defray costs of wear and tear of the Church facilities. Any member or non-profit group using the Church facilities on a recurring basis (monthly, weekly, etc) may be asked to perform a service oriented task in exchange for use of the facilities. The Trustees will set room rental rates for all other groups and non-members, as shown on the Room Request form.
- 3) Deposits: A \$100 refundable damage deposit will be required for use of the Sanctuary, Fellowship Hall, Kitchen or any combination thereof for all non-members and "For Profit" organizations. No deposit will be required for Church members and non-profit organizations, however, if damage should occur, a charge will be imposed for repairs. If the facilities are left in a condition requiring additional cleaning services, a cleaning fee (to be determined by the condition of the premises) will be imposed. If property is damaged or additional cleaning is needed you may be charged a refundable deposit or denied future reservations.
- 4) If a Church event is scheduled, the Church will take precedence over any room rental requests. All other organizations will be given a "first come first served" basis on usage. In the event of funerals, it may become necessary to cancel room reservations. In such an instance, the Church will provide as much notice as possible. Additionally, the Church reserves the right to close the building due to inclement weather without warning.
- 5) Although the sanctuary may be rented, certain activities/uses of the Sanctuary may be deemed inappropriate. The Pastor, Staff, and/or Trustees must approve use of the Sanctuary.
- 6) Any parties with live animals will require proof of insurance at least one week prior to the event.

**Guidelines for use of rooms/space:**

- The Church building is open from 8:30 a.m. to 9:00 p.m., Monday through Friday. Special arrangements should be made in advance to have a Trustee available to allow entry to the building at any other time.
- We are glad we can be of service to you as a place to meet and fellowship with others, however, we ask that you remember the importance of this Church. Please respect it as you would your own home. We do not have a full-time cleaning staff and request your assistance in keeping rooms tidy for those who use them next. Vacuum and cleaning supplies are located in Rooms 10 & 11.
- Decorations may be used, but nothing more than tape or Command hooks should be used on walls.
- Noise levels should be kept at a reasonable level so as not to disturb neighboring rooms.
- Before departing, please return all rooms used to their **original condition and turn off lights.**
- Fellowship Hall: Please vacuum and wipe down all tables before returning to storage area.
- Kitchen: Clean and put away all kitchen items used, clean up any spills and please do not leave food in refrigerator. Soiled linens may be placed in the laundry basket located in the shower in Room #11.
- Classrooms: Please vacuum any crumbs or debris and wipe down tables.
- TRASH: If receptacle is more than half full or contains food items or liquids, please remove trash and place a new liner in can. Dispose of trash in dumpster through side kitchen door.
- Other than restrooms, please do not enter rooms other than those scheduled for your group.
- Children must be supervised at all times.

Pittsboro United Methodist Church  
Room Request Form (events other than weddings)

**Please do not consider your reservation confirmed until you receive notice from Church office**

Name: \_\_\_\_\_ PUMC Member? \_\_\_\_\_ Yes / No

Address: \_\_\_\_\_

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

Best Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Please include any time needed for set up and clean up

**Fees for Church Members & Local Non-Profit Organizations:**

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**Fees for Non-Members & "For Profit" Organizations:**

Sanctuary*	\$ 50
Fellowship Hall Only	\$ 50
Fellowship Hall & Kitchen	\$100
Sanctuary* & Fellowship Hall	\$100
Sanctuary*, FH & Kitchen	\$150
Large Classroom (Rooms 5&6)	\$ 25
Classroom	\$ 10

Refundable Damage Deposit \$100

(applies to use of Sanctuary, Fellowship Hall, Kitchen or any combination thereof)

\* Although the sanctuary may be rented, certain activities/uses of the Sanctuary may be deemed inappropriate. The Pastor, Staff, and / or the Trustees must approve use of the Sanctuary

**For office use only**

**Date Reservation Request Received:** \_\_\_\_\_

**Date Reservation Confirmed:** \_\_\_\_\_

**Rental Fee Amount Collected and Date:** \_\_\_\_\_

**Refundable Deposit Collected & Date:** \_\_\_\_\_ **Date Deposit Returned:** \_\_\_\_\_