

Room Use Fees



Sanctuary	\$175.00 per use for member weddings \$250.00 Weddings (for non-members)
Chapel	\$150.00 per use for member weddings \$200.00 Weddings (for non-members)
Langley Hall	\$75.00 (2 hours or less) \$100.00 (2 ½ to 3 hours) \$150.00 (3 hours or more)
Fellowship Lobby	\$150.00 (2 hours or less) \$175.00 (2 ½ to 3 hours) \$200.00 (3 hours or more)
Main Kitchen	\$100.00 per use if in conjunction with using Langley Hall \$200 peruse if not in conjunction with using Langley Hall \$200.00 – Deposit for any kitchen user
Fellowship Kitchenette	\$110.00 per use for 2 ½ to 3 hours \$185.00 per use for 3 hours or more
Classrooms	\$50.00 per use – smaller classrooms – Fellowship Building \$75.00 per use – double classrooms – Fellowship Building \$25.00 – small rooms in Sanctuary Building \$35.00 – Room 205
Parking Lot	\$150.00 per use for 92 spaces
Key Deposit	\$50.00 per key (Deposit returned when key(s) are returned)
Trash Pick-up	\$75.00

“Per use” refers to one whole or part of one day.

** Small groups using the facilities for non-church related purposes must have a church member contact/sponsor.

All fees, payable to Trinity United Methodist Church, are due at time of application.
The church Trustees retain the right to make exception or waive any part of the above policy.

Policies Governing for Use of Church Facilities



1. Outside groups requesting to use church facilities must complete a written application on forms furnished by the church office at least 6 weeks in advance, if possible. (Church office hours are 9:00 a.m. – 4:00 p.m. Monday through Friday.) The primary applicant must be at least 21 years of age. A refundable security deposit of \$250.00 is required subsequent to the application's approval and will be returned after completion of building use, pending an inspection of the items listed on the post building-use checklist by a designated church representative. In the event of cancellation, user fees will be refundable less a 10% administrative fee.
2. All groups will restrict their activity to the room(s) assigned.
3. Non-church related groups MUST provide their own audio-related equipment.
4. Each group will be held responsible for the care and condition of the space and equipment used.
5. **All groups will perform their own general clean up and return the furnishings to their original positions.** All program materials brought by the group will be removed from the space when the event is over. All trash must be removed from the building in bags/boxes and placed outside in the dumpster. (The dumpster is located in the back of the church along the road leading to the parking lots.)
6. All needs must be listed on the original application form. If your needs change unexpectedly, please contact the church office. We cannot guarantee that any additional requests will be honored.
7. The use of alcohol and other mood altering substances are not permitted on the church property. Smoking is **not** permitted inside any church building but is allowed **outside** the building in the designated area only. **Any residue from smoking must be removed at the conclusion of any event.**
8. Requests to decorate the space must be stated on the written application. No screws, nails or tacks may be used. Masking tape may ONLY be used on glass, NEVER on painted walls or woodwork.
9. All non-church groups using the premises must vacate the building by 10:00 p.m. Events that require janitorial services (receptions, weddings, etc.) will be subject to other time constraints requiring the groups to vacate the premises by 9:00p.m. to allow sufficient time for the room to be cleaned and prepared for its regular Sunday, or other weekday use.
10. Any use of the church building posing a threat to the building or any person in it, or to its contents, is not permitted. The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event and provide a copy of the certificate, in a timely manner, prior to the event. In such cases, Trinity United Methodist Church must be named as the additional insured.