

Macon United Methodist Church
Building Use Contract

This contract is between the Macon United Methodist Church and (Renter) _____
Represented by _____, who can be contacted at (Phone) ____ - ____ - ____
Address: _____ City _____ State _____ Zip _____

1. All Fees are due on or before the day of use.
2. All set-up and take down of tables, chairs, decorations & etc. are the responsibility of the renter and are to be done on the day of the rental. The room must be left as it was found.
3. This form is not to be used for weddings. Fees associated with weddings are contained in the wedding booklet available in the Church office.
4. The representative of the organization will make arrangements to pick up the key to the building and return it during regular office hours. The building must be secured at the end of the event by the key holder.
5. There are no rental fees for Church members use except for the following.
 - A. Using the facilities for an event that makes a profit. (A monitory donation to offset utility cost and wear & tear on the facility will be appreciated.)
 - B. Members using the Multipurpose room or Sanctuary on Thursday, Friday or Saturday must pay a custodial fee of \$35.00 in order to insure that the building will be ready for Sunday Worship.
6. Not-For-Profit organizations using the facilities for fund raisers are encouraged to make monitory donations to the Church to offset utilities cost.
 - A. Not-For Profit organizations using the Multipurpose room or Sanctuary on Thursday, Friday or Saturday must pay a custodial fee of \$35.00 in order to insure that the building will be ready for Sunday Worship.
7. Cost of repairs for damage or excessive cleaning will be billed to the renter.
8. Fees for those who are not members of this church or who are not Not-For-Profit organizations will pay the following rates.
 - A. Multipurpose Building w/o food ...\$75.00
 - B. Multipurpose with Food & kitchen for serving only... \$100.00
 - C. Multipurpose with use of kitchen for food preparation...\$200.00
 - D. Assembly Room...\$25.00
 - E. All other rooms we encourage donations to cover our cost for utilities.
9. Special arrangements may be made for the use of the Church's Sound System. A fee applies.

Total Fee: \$ _____ Date Payment Received _____

Name of Organization or Individual _____
Building(s) or Room(s) rented _____
Date of planned usage _____

Signed _____ Date _____
(For organization)

Signed _____ Date _____
(For Macon UMC)