

## **BUILDING USE POLICY FOR WEDDINGS AND RECEPTIONS**

No smoking inside buildings. Cigarette/cigar butts are to be deposited in containers provided outside by the front exits.

No alcohol is allowed inside or outside the buildings, on parking lots, or in cars.

### **Sanctuary**

Exit the building through the double glass front doors only. DO NOT prop open other glass doors. This applies to the photographer also.

### **Chapel**

Enter and exit through the Shelby Street side door, the west parking lot door, or the main entrance ONLY. The side doors of the chapel are locked just prior to the start of the ceremony.

### **Wedding Receptions**

Wedding receptions are to conclude no later than 10:00pm whether they are done by family, an outside caterer, or the United Methodist Women. Dancing is allowed at receptions.

# GUIDELINES FOR RECEPTIONS

## TIME

Clear with Director of Recreation when facility is available for caterer/family to setup, to decorate, etc.

Clear with Director of Recreation when kitchen facility is available.

Designate time reception will end: \_\_\_\_\_.

## REQUIREMENTS FOR CATERER/FAMILY

All food and serving equipment will be removed from reception area and kitchen. No rental dishes will be left in the LEC.

No rental linens will be left in the LEC.

All food and serving equipment will be removed from the kitchen. No left over food will be left in the church refrigerators.

Utensils belonging to the church will be washed and put in proper storage place. No soiled dishes will be left in sink.

Plans to use stove, deep fryer, convection oven, warmer, etc. must be cleared with Director of Recreation and Wedding Coordinator ahead of time.

Any spillage will be removed by caterer or family.

## CLEAN-UP FEE

A clean-up fee of \_\_\_\_\_ will be charged to cover the following:

- All disposable table linens and tableware (plates, cups, forks) removed
- All church-owned tables and chairs removed. Family is responsible for rental equipment.
- Floors swept and mopped.
- Countertops wiped.
- Garbage can bags replaced.
- Lobby area cleaned.
- Lights turned off.
- Building locked.

**A copy of these guidelines will be furnished to the family by the wedding coordinator. Family will furnish caterer/family a copy of the guidelines.**

**I have read and understand these guidelines and agree to abide by them.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_