

## Oakfield United Methodist Church – Facility Fee Schedule

<u>Area</u>	<u>Member</u>	<u>Non-Member</u>
<b>Fellowship Hall</b>	<b>*\$25.00</b> (+\$25.00 security deposit...returned if extra clean-up is not required)	<b>\$50.00</b> (+\$50.00 security deposit...returned if extra clean-up is not required)
<b>Kitchen</b>	<b>*\$15.00</b>	<b>\$25.00</b>
<b>Sanctuary – Wedding</b>	<b>\$25.00</b>	<b>\$200.00</b>
<b>Sanctuary – Funeral</b>	<b>No Charge</b>	<b>\$75.00</b>
<b>Sunday School Room (each)</b>	<b>No Charge</b>	<b>\$10.00</b>
<b>Youth Room</b>	<b>No Charge</b>	<b>\$10.00</b>
<b>Chapel/Library Room</b>	<b>No Charge</b>	<b>\$10.00</b>

### Wedding Cost Considerations

	<u>Member</u>	<u>Non-Member</u>
<b>Pastor Counseling &amp; Wedding Ceremony</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Organist from Oakfield UMC</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>Outside Organist</b>	<b>\$25.00</b>	<b>\$25.00</b>

*Special consideration may be made for non-profit organizations by the Oakfield UMC Church Council.*

*\*Non-church function (otherwise for church functions there is no charge)*

### In Advance of Event:

- Dates should be made with a designated person **at least two (2) weeks** prior to the event, and posted on the official church calendar, so that proper facilities may be made available on time. Groups of over 100 need approval of the Board of Trustees.
- All above fees shall be paid to Oakfield UMC **at least two (2) weeks** prior to the scheduled event.
- Any bulletins (*for weddings, etc.*), flyers or other materials can be produced by the church and will be on a cost basis, plus administrative compensation.
- No wall or ceiling decorations, such as banners, posters, streamers, etc. unless prior OK from Trustees Committee.

### During Event:

- **No smoking is permitted in the church building!** (*smoking must take place 25 feet away from the church*)
- **No alcoholic beverages are permitted in or on church premises!**
- **No food or beverages are allowed beyond the Fellowship Hall area.**
- Thermostat: If you need additional heating or cooling: Push temperature up or down to make the change. **Do not push hold!** When you leave, push “Run Program” and the thermostat will return to the preset program.
- The public address system in the church cannot be used unless under the supervision of an Oakfield UMC member.
- When using the Fellowship Hall, please limit the use of restrooms to the one in the Fellowship Hall if possible.

### **After the Event:**

- If appropriate clean-up of the facility has not taken place, church will keep security deposit.
- Make sure all windows are closed and all light are off before you leave.
- Double doors (Fellowship Hall) to be left open when you leave (close when in use).
- If used, the chairs and tables are to be cleaned and left as they were.
- Make sure fellowship and kitchen floors are clean. Use wet mop to remove dirt and stains if necessary (Cleaning tools are in the furnace room).
- Remove black shoe marks that were made during your use (Paper towel under your foot works well for this.)
-