



Jacksonville First United Methodist Church

Facilities and Equipment Usage, Fees, and Wedding Policy

January 2024

Jacksonville United Methodist Church

308 W Main Street

Jacksonville, AR 72076

501.982.8176

[www.jacksonvilleumc.org](http://www.jacksonvilleumc.org)



## General Operating Guidelines

All of us at Jacksonville First United Methodist Church (JFUMC) are proud of our facilities. We want these facilities to be used in a manner which is consistent with the mission of the Church and the responsibilities of the Church to maintain and account for the facilities. It is with these responsibilities in mind that the following guidelines and policies have been adopted.

No fireworks, alcohol, illegal drugs, skateboards, mylar balloons, or combustibles of any kind are permitted on the Church campus for any reason. Absolutely no use of tobacco products and e-cigarettes are allowed to be used in any Church buildings. If used, they may only be used **outside and no less than 50 feet** from any JFUMC building.

Firearms of any kind are not allowed on the Church campus except for Law Enforcement Officers. Any violations will be reported to local authorities.

Any organization using Church facilities for-profit will not be authorized. Organizations may use our facilities for non-profit events if they fall within the Mission and Vision of JFUMC, this may include mission outreach with Trustee approval.

No political organizations may use the Church facilities. JFUMC facilities are not available for use in any form in partisan political campaigns. JFUMC may be used as a polling facility, at no charge, if requested.

All organizations requesting use of JFUMC facilities must provide proof of liability insurance stating JFUMC is a primary additional insured on the non-profit's general liability insurance coverage. If not insured, the non-profit organization must have signed a memorandum of understanding stating JFUMC will **not be held liable to any and all incidents normally covered by group liability coverage**.

Jacksonville First United Methodist Church is not responsible for lost, stolen, or damaged personal items brought onto the Church campus.

Any Church property may not be removed from JFUMC campus unless first coordinated with the Facility Manager and/or Church Administrator prior to removal and only after completing a JFUMC sign-out form (see attached). Official Church sponsored events only require the Facility Manager to inventory prior to removal and after use. This policy includes all tables, chairs, computers, kitchen items, dinnerware, punch bowls, linens, etc. Under no conditions will new, or recently purchased equipment be removed from the campus.

When relocating any Church property from one building to another, the Facility Manager will approve prior to moving any equipment. Facility Manager will also inventory after use.

**Sound equipment will only be operated by a JFUMC trained and qualified technician.** (Refer to fee listed in Wedding Specific information). Musical instrument use must be approved the Director of Worship and Senior Pastor.

Groups using JFUMC facilities are responsible for the set up and tear down of tables and chairs.

Entry to all buildings will only be through the main entrances to provide security and control over all who enter or exit the building. Side doors may only be used in emergency situations.

Using organization must provide personnel to monitor the entrance doors and **not prop door open for ease of entry.**

After an event, all trash must be removed from the buildings and deposited in the dumpster located next to the Education Building on Hickory Street.

Any person, or any organizations, using JFUMC facilities, will comply with the appropriated schedule and comply with the facility usage and sanitation policies.

All activities need to be carefully monitored by a responsible adult, in accordance with Safe Gatherings guidelines.

Any spills, etc., on floors must be cleaned up. Brooms and mops will be available for your use.

Report any suspected damage or malfunctions to the Church Office (501.982.8176) as soon as possible.

Persons using our facilities must respect other groups that may also be using our Church campus.

## Facilities Available for Usage/Rental

1. Sanctuary – seats 600
2. Chapel – seats 60
3. Family Life Center – Seats 250 at tables; 450 with chairs only.
4. Kitchen
5. Connection Center – seats 75
6. Youth and Activities Center

## Facility Fees and Custodial Fee:

Rooms Per Day	Custodial Fee	Non-Member Fee
Sanctuary	\$75	\$500
Chapel	\$75	\$300
Family Life Center	\$75	\$300
Kitchen	\$100	\$200
Connection Center	\$75	\$300
Youth and Activities Center	\$75	\$300

## Facility Information, Scheduling, and Fees

The facility use fee for **active** Church members is \$75.00 per room except for the kitchen, per day. Fees for non-Church members or groups and inactive members are listed above. Inactive members are those still assigned to the Church rolls but no longer attend JFUMC. A group or individual unable to pay the listed rate, or has a charitable mission, may request a lower fee or fee waiver **in writing** to the Senior Pastor and/or Board of Trustees.

Any request for facility scheduling or rental will be coordinated through the Office Administrator and/or Facility Manager. Priority will be given to 1. Church wide functions, 2. Church groups (UMW, Youth, Children, etc.) 3. Active Church members, 4. Non-Church sponsored groups with consideration given to the group with the highest number of active Church members.

To reserve a facility, a Facility Request Form must be completed and given to the Office Administrator and/or Facility Manager at least two weeks prior to the event.

The custodial deposit of \$75/\$100 is required at the time the reservation is made with the Office Administrator and/or Facility Manager. **ALL facility and custodial fees must be paid in full no later than two weeks (14 days) prior to the date of the scheduled activity.**

If you would like to use a facility on an ongoing basis, rates can be discussed on a “case by case” basis. A written agreement might be required for ongoing usage.

Kitchen Use: Please remember to indicate if you will need to use the kitchen facilities. Remember to clean up afterwards. All counters, tables, and floors need to be mopped and wiped clear before you leave. Please DO NOT leave food behind (unless you wish to donate to our Mission 5000 program, and someone from that program is notified). The dumpster is located in the parking lot in a fenced in area by the Education Building.

## Wedding Specific Information

### Personnel Service Fees:

Service fees for Pastor, sound technician, organist or musicians for weddings or other occasions are additional expenses which are paid by Active and Inactive Members and non-members.

Personnel	Fee
Officiating Pastor	\$250
Organist/Pianist/Musician	\$200 per person needed*
Sound Technician	\$100 per person needed*
Wedding Coordinator	\$100*

\*Suggested fees

The fees for the following are due in the Church Office two (2) weeks prior to the wedding.

	Rental Fee	Custodial Fee
Wedding Only	\$500	\$75
Wedding with Rehearsal	\$550	\$125
Wedding with Reception	\$550	\$125
Wedding with Rehearsal & Reception	\$600	\$175

Membership is not required to have a wedding at Jacksonville First United Methodist Church. Officiating of weddings is at the discretion of the Senior Pastor, in accordance with the laws of the State of Arkansas and to the United Methodist Church. Weddings and facilities will not be scheduled until the Senior Pastor agrees to perform the marriage.

Completion of pre-marital counseling is a prerequisite and will be discussed by the Senior Pastor and those desiring a Christian wedding. JFUMC conducts a covenant service. A couple may choose to alter certain aspects of the service, however, the event will provide a sense of worship.

Contact the Office Administrator as soon as wedding plans are being discussed, preferably six months in advance. This allows for adequate planning, discussion of arrangements and fees, and counseling well in advance of the date you desire. Also, guest musicians will have time to meet with the Worship Director to receive prior approval if needed. Additionally, a list of desired music can be provided to the Worship Director.

Our Senior Pastor will officiate all weddings unless a special exception is requested and approved. This information can be discussed with the Office Administrator when making reservations.

When making reservations, the rehearsal information may be discussed and scheduled. The wedding rehearsal will begin promptly as scheduled. All members of the party or a “stand in” must be present at the rehearsal. It is your responsibility to ensure your party is on time.

On the day of the wedding, the Sanctuary will be open an hour and a half before the wedding to an hour and a half after the recessional. The entire wedding party should be present and dressed one hour before the wedding. The groom and best man should be in the Green Room (Choir Room). The bride and her party should be in the bride’s room (Parlor) at least thirty minutes prior to the wedding. Ushers should begin seating guests thirty minutes prior to the wedding.

JFUMC will NOT be responsible for personal belongings while at the Church, or those left at the Church.

Any and all floral decorations must be removed from the facilities immediately after the ceremony unless prior arrangements have been made with the Senior Pastor and Office Administrator. **Conventional wax candles will only be allowed when a drop cloth is used or a container that prevents melting wax from damaging the carpet.**

JFUMC does require the use of a wedding coordinator. If you do not have one, please discuss with the Office Administrator.

**No smoking** is permitted in any part of the Church building, including dressing rooms.

**No alcoholic beverages** are permitted on Church property. No person under the influence of any intoxicant will participate in the rehearsal or the wedding. Violators will be asked to leave.

**No confetti, rice, or balloons** may be thrown, or used, inside or outside the Church building. Birdseed may be thrown outside the Church. The flower girl may use silk flower petals only.

**Photographers/Videographers** – the wedding service is a worship service. Photographic equipment must be quiet as it functions and used quietly by photographers. NO FLASH photography is permitted after the Pastor welcomes the family at the beginning of the ceremony and until the couple is presented to begin the descent down the Chancel steps. Videotaping is permissible, but no flood lighting may be used, the camera and operator must never become the focal point of attention.

**Reception** – our Wesley Hall is located in the Connection Center and is available for wedding receptions as long as there are no other Church activities. Our Family Life Center is available for wedding receptions, as well, as long as there are no other Church activities.



Jacksonville First United Methodist Church Rental Agreement

Renter's Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for Use: \_\_\_\_\_

Areas renting: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Times of Rental: \_\_\_\_\_

This rental agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between JFUMC and the renter listed above.

Renter agrees to pay the full amount of the rental fee of \$\_\_\_\_\_.

A deposit of \$\_\_\_\_\_ is required to cover any damages, excessive janitorial expenses or any other fees that may be necessary following the rental. The deposit is due at the time that this agreement is executed by the renter and JFUMC. This deposit is nonrefundable is the renter cancels the agreement.

The full rental fee (without regard to the deposit being held in reserve) is due two (2) weeks prior to the event date, i.e., on or before \_\_\_\_\_. If the full fee is not received by this date, then this agreement shall be considered null and void, and the full deposit forfeited.

This Agreement, the attached Facilities and Equipment Usage, Fees, and Wedding Policy, constitute the entire understanding of the parties, and such understanding may not be modified or terminated except in writing signed by both parties.

\_\_\_\_\_  
Signature of JFUMC Representative

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Printed Name of JFUMC  
Representative

\_\_\_\_\_  
Printed Name of Renter