

Terms & Conditions for Events Scheduled at Matthews United Methodist Church

- Large events over 50 people require one or more planning meetings with the Facility Team.
- Requested tables, chairs and other equipment will be available in your room; however, each group is responsible for setting up for their event and taking down following the event. Please do not drag tables and chairs across the floor; they need to be carried or moved on the appropriate furniture dollies. Please do not take tables, chairs or equipment from other rooms without prior permission of the Director of Facilities.
- Important notice: each group is responsible for thoroughly cleaning up after themselves (taking out trash, cleaning tables, etc.) and for returning the room to the same condition that it was found. The room use form found in each room needs to be completed and signed by the contact person. Groups will be subject to a \$75.00 charge if rooms are not left in good condition.
- AVL System (only available in Sanctuary, Gym and The Commons) *** Please explain sound requirements: how many and what types of microphones are needed, power point presentations, etc. in full detail.
- Sound systems in the Sanctuary require an approved operator. Please email Shane Hall at shane@matthewsumc.org at least four weeks prior to event date to coordinate use of these technologies.
- Your group will need to coordinate with Judy Suarez regarding use of the kitchen. Please contact Judy at 704-815-1906 immediately after your event has been confirmed and included on the calendar. When reserving the kitchen, the responsible party needs to complete the kitchen use form and make sure each item is completed and checked off following their event. The kitchen must be left clean and all the church's equipment and supplies accounted for.

FEE SCHEDULE

FACILITY AREA	CHURCH EVENTS	FAMILY EVENTS FOR MEMBERS AND COMMUNITY NON-PROFIT ORGANIZATION	WEDDING STAFFING FEES (MEMBERS ONLY)
Sanctuary	waived	\$ 275	\$ 140
Chapel	waived	\$ 125	\$ 75
The Commons	waived	\$ 350	\$ 100
Kitchen	waived	\$ 100	\$ 100
Gym	waived	\$ 225	\$ 125
Small Mtg. Room	waived	\$ 50	\$ 25
Large Mtg. Room	waived	\$ 75	\$ 40
Reception Area	waived	\$ 75	\$ 75
Eagles Nest (entire)	waived	\$ 350	N/A
EN-Baden Hall	waived	\$ 225	N/A
EN-Small Rooms	waived	\$ 50	N/A
MISCELLANEOUS			
Move piano & chancel furnishings	waived	\$100/150	N/A
Sound/Lighting (includes rehearsal)	waived	\$ 50	\$ 100

Facility Use Requirements

Our group agrees to follow these policies when using any MUMC facilities:

- The use of tobacco products and drinking of alcoholic beverages on the church campus is prohibited.
- I agree that at least one member from our group will attend a planning meeting if our event involves more than 50 people at least 8 weeks prior to our event, and then a follow-up planning meeting at least 2 weeks prior to our event. I also agree that it is my responsibility to schedule these meetings with facility and kitchen staff.
- The use of nails, tacks, screws, or adhesive tape is prohibited. Please do not post any posters, signs or flyers without prior approval.
- All furniture and moveable items will be returned to their original position. Tables and chairs cleaned, trash picked up and thrown away and lights turned off. The room checklist will be completed and signed. Please do not turn off the light switches in The Commons and Gym entrance as they are controlled by sensors.
- I understand that church-wide functions have priority and on rare occasions, my group may have to relocate or reschedule. In this event, ample notice will be given.
- I agree to notify the church if I need to cancel or change this reservation so this area will be available to other groups, if needed.

I have read the above facility use requirements and agree that our group will abide by them. If any fees are required, I agree that they will be paid at least four weeks in advance of our event. I also understand that our group can be charged a fee of \$75 if the area we use is not left in the same condition as it was found.

- A Vehicle Request Form must be completed and turned in before a vehicle can be reserved. Please submit at least two weeks in advance of event.
- Only ministries that fall under the umbrella of Matthews United Methodist Church's federal identification number may use our church vehicles. Insurance policies do not allow us to loan or "lease" any of our vehicles to outside organizations.
- Please make sure to complete and sign the back of the Vehicle Request Form. The form will not be processed without a valid signature; an electronic signature is acceptable.
- Mandatory – all drivers must have completed the Matthews UMC bus driver training class. Please note that this form cannot be accepted or processed without the following driver information.
- Please keep in mind that Bus #1, #2, and #3 are 11 feet high. Drivers of the three small buses and 14-passenger van must be between the ages of 25 and 70 and possess a valid NC driver's license.

Vehicle Use Requirements

- Our group agrees to follow these policies when using any MUMC vehicles:
 - The use of tobacco products and drinking of alcoholic beverages on any church vehicle is prohibited.
 - Only church approved drivers will be allowed to drive a church vehicle.
 - Drivers may only use a cell phone (for calling or texting) when the vehicle is off the road and is in a parked position.
 - I understand that scheduling conflicts may occur and I agree to discuss exchanging vehicles with other ministries, if at all possible.
 - I agree to notify the church if I need to cancel or change this reservation so that it will be available to other groups, if needed.
 - I agree that our group will not leave food, drink, or spills in the vehicles.
 - I agree that our group will clean up any trash and return the vehicles in good condition.
 - Check the box stating that you have read the above vehicle use requirements and agree that our group will abide by them. I also understand that our group can be charged a fee of \$50 if the vehicle(s) are not returned in good condition.
 - Electronic Signature of Responsible Party