

PORT VUE UNITED METHODIST CHURCH

WEDDING FEE SCHEDULE, USE OF SANCTUARY ONLY

(see additional rental information on rental of the Fellowship Hall for reception)

Bride Name \_\_\_\_\_

Groom Name \_\_\_\_\_

Date of Wedding \_\_\_\_\_

Member: YES or NO

Facility Fees

Sanctuary Rental (No fee for Members) \$50.00

Custodian Fee \$50.00

Minister \$100.00

Make check payable to the Pastor

- Please contact the office for assistance with : Wedding Programs, Soloist, Organist.

Payment can be made using Push Pay, PayPal, or checks made payable to Port Vue UMC upon reservation

PORT VUE UM CHURCH HALL/MEETING ROOM RENTAL

RULES FOR USE OF FELLOWSHIP HALL AND MEETING ROOM RENTAL

- (1) No smoking in the building.
- (2) Do not hang anything on the walls with tape, etc.
- (3) Do not drag tables or chairs across floors, lift and carry. Dragging chairs and tables is hard on legs of tables/chairs and scratches the floor. Return tables and chairs to original layout.
- (4) No liquids poured in waste baskets.
- (5) Please put all paper products in waste baskets.
- (6) Restroom water and lights should be off.
- (7) Close windows, doors and lock them when exiting.
- (8) Turn off all lights when leaving.
- (9) No food or drinks in Welcome Center or Sanctuary.
- (10)The kitchen supplies cannot be used for food preparation, however the refrigerator may be used to keep foods cold and the stove/oven to keep foods warm. Please ensure the kitchen is left the way it was prior to the event.
- (11)Special note for Sunday hall rentals: The Fellowship Hall is not available until after 1:00 PM on Sundays. No decorating, preparation, or storage can take place before 1:00 PM on the day of the rental.
- (12)Person signing for usage will be responsible for all rules and any damage to building, keeping room in condition found, including the kitchen and bathroom.
- (13)NO ALCOHOL.
- (14)I have read the fee agreement and rules and understand and accept them.

NOTE: You are responsible for contacting the church office at least one week prior to the rental date to make arrangements to receive a key to the church and rental instructions, if needed. Please note: Office hours are limited, Monday thru Thursday 8am-Noon. (412) 672-7289

REQUEST FOR USE OF FELLOWSHIP HALL FOR RECEPTION

REQUESTED DATE: \_\_\_\_\_

SECOND DATE: \_\_\_\_\_

BEGINING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

(include set-up/clean-up time)

FUNCTION: \_\_\_\_\_

APPROX. # OF PEOPLE ATTENDING FUNCTION: \_\_\_\_\_

PERSON PLACING REQUEST: \_\_\_\_\_

PHONE #: \_\_\_\_\_ Alternate # \_\_\_\_\_

Rental and Clean up information	Amount Pd
Church Members \$75.00	\$ _____
Non Members \$100.00	\$ _____
Nursery Facilities \$25.00	\$ _____
Total	\$ _____

THE ROOM WILL NOT BE RESERVED UNTIL THE FEE IS PAID

APPROVED: YES NO

Pastor \_\_\_\_\_ Date \_\_\_\_\_

Or

Trustee \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return this completed form to the church office.

Payment can be made using Push Pay, PayPal, or checks made payable to Port Vue UMC upon reservation. Keep a second copy of this form for your records. The room will NOT be reserved until the fee is paid. If necessary you may be contacted to clarify rental information.

Signature \_\_\_\_\_ Date \_\_\_\_\_