

Acknowledgement of Acceptance of Church Rules and Guidelines

I/we _____ do hereby acknowledge that we have read and accept the rules and guidelines for use of the Maxwell United Methodist Church and agree to all the terms outlined below.

- I. Those wishing to use the church building should make their reservations through the pastor at 641-590-5089 (cell) or 515-964-1832 (home) or the pastor’s secretary Marie Huggins (515) 290-3944. A lead time of 60 days is requested.
- II. Church functions always have preference over other meetings. If necessary, other meetings will be cancelled for funerals, weddings, etc.
- III. Rental Fees – Basement Fellowship Room with Kitchen, Wesley Café & Sanctuary
 - A. **Church Members:** There is no charge to members for any function other than weddings that meets with approval.
 - B. **Nonmembers:** Rental for any function is \$30 other than weddings. If using the tablecloths, the fee shall be \$50 plus a separate refundable deposit of \$50 with a prepaid self-addressed envelope at the time of booking. If the church is left in the same condition (cleaned and garbage removed), the \$50 deposit will be refunded.
 - C. Senior Citizens’ groups and supervised community youth groups may use the basement fellowship room (dining room) and kitchen at no charge.
 - D. The above quoted fees are for use of the building only. If a person or group wants to arrange for the UMW to do work in the kitchen, these arrangements must be made with the UMW.
 - E. Donations are appreciated to help in defraying heating and electrical expenses.
- IV. Rental Fee – Sanctuary
There is no charge for the use of the sanctuary for worship services. Arrangements should be made through the pastor. There is a charge for non-members to use the sanctuary other than funerals, funerals are exempt. See Section III – Rental Fees.
- V. General Rules for Use of the Church Building
 - A. The building must be left exactly as found, properly cleaned with the garbage removed.
 - B. Any damage to the building or equipment must be paid for by the renter.
 - C. Rice throwing at a wedding is not allowed inside of the building.
 - D. Smoking is not allowed in any part of the church building.
 - E. If you handle the candleholders or cross at the altar, be sure to use a cloth or gloves to avoid tarnishing the brass.
 - F. When using the dining room and kitchen, the rest of the building is strictly off limits.
 - G. No equipment or furniture may be borrowed from the church for other than church related activities with one exception: old tables may be borrowed for non-church uses with approval of either the pastor or the Administrative Council Chairperson. Applications for other exceptions must be received by the pastor or chairperson of the Administrative Council.
 - H. All rental fees should be paid to the church treasurer or the pastor and made payable to: Maxwell United Methodist Church, PO Box 307, Maxwell, IA 50161.

Requested date by member(s) _____ Time: _____
 Accepted by: _____ Printed Name _____
 Reason for use of church _____

Suggested Fees for Weddings

	Members	Non-Members
Pastor	\$125.00	\$175.00
Use of Sanctuary	\$100.00	\$150.00
Use of Basement Fellowship Hall	\$50.00	\$75.00
Custodian (sanctuary)	\$50.00	\$50.00
Custodian (Fellowship Hall)	\$25.00	\$25.00
Organist	125.00	\$150.00
Sound / Multi Media	\$50.00	\$50.00
Candles / Candelabras	\$20.00	\$20.00
Fees payable on or before the date of your rehearsal		

Bride’s Name _____ **Groom’s Name** _____
 Accepted by: _____
 Address: _____
 Phone number: _____
 Mobile number: _____
 Emergency contact name & phone number: _____
 Requested date(s) including rehearsal date _____
 Approximate rehearsal time: _____ Wedding Time _____

Dated this _____ day of _____, 20_____.