

Plant Facility Use Guidelines

Spring Woods United Methodist Church

These guidelines are intended to provide general instructions for the rental of Church facilities for non-profit activities. The senior pastor has final approval or rejection of any applicant making a rental request.

If the request is for a wedding there is additional information and guidelines contained in the SWUMC document titled “*THE SERVICE OF CHRISTIAN MARRIAGE, Guidelines for Weddings and Receptions*”.

Availability

The following days are unavailable on the church calendar:

- Sundays
- Holy Week
- New Year’s Eve
- New Year’s Day
- Memorial Day Weekend
- Independence Day
- Labor Day Weekend
- Thanksgiving Weekend
- Christmas Eve
- Christmas Day
- The Week between Christmas and New Year’s

If these days fall adjacent to weekends, the weekend will be avoided as well. Church activities have priority on the church calendar over rental requests. The church staff can assist with dates. All requests must be made at least two weeks in advance of the rental date. The hours available for rental are between the hours of 8am and 10pm.

Dates are confirmed when the application is approved and appropriate fees have been paid. See Cost.

Rental Application

The applicant must complete and sign the Spring Woods Facility Rental form when making a request. All requests should be submitted through the church office. The applicant will be given the cost of the rental of the requested area and the guidelines contained in this article.

Capacity

The total number of people occupying any rental area must not exceed capacities mandated by the Fire Marshal.

- Sanctuary seating capacity - 600
- Chapel seating capacity - 100
- Great parlor seating capacity - 350
- Parlor seating - 75

ALCOHOL AND DRUGS

Spring Woods does not tolerate the use of alcohol and/or illegal drugs anywhere on our property.

The rental will be halted immediately with evidence of alcohol or drug use. The proper authorities will be notified.

SMOKING

Spring Woods is a smoke free facility. Smoking is prohibited in our buildings or anywhere on our grounds.

Cost

The rental cost for Spring Woods members are as follows:

<u>Facility</u>	<u>Fee</u>
Sanctuary	\$350.00
Chapel	\$200.00
Great Hall	\$200.00
Parlor	\$100.00

The rental cost for Spring Woods non-member are as follows:

<u>Facility</u>	<u>Fee</u>
Sanctuary	\$650.00
Chapel	\$350.00
Great Hall	\$450.00
Parlor	\$150.00

Fees quoted cover utilities and custodial costs only. Fees cover opening/closing of the facility and utilities. Fees may be adjusted at the discretion of the pastor.

Spring Woods United Methodist Church Facility Rental Application

Name of Applicant	
Home Address: Street/Apt No.	
City/State	
Contact Tel. No	
Texas Driver's License No	
Church Rental Area Requested	
Total Number Of People in Party	
Date/ Hours Requested	
Type of Activity	
Set Up Requirements	
Signature of Applicant	