



Facility Use Charges for 2017-2018

General Use of the WBL United Methodist Church

Evenings and Weekends

Half Day Costs (Less than 4 hours)

Sanctuary	\$	200	
Fellowship Hall		100	
Room 200, 107, 205 or 206		50	each
Each additional room		25	
Building Monitor (to open and lock building—must be church member or employee)		100	
Piano Use		50	
Sound Board (WBLUMC approved-technician, only)		100	
Audio Visual (WBLUMC approved-technician, only)		100	
Room Set-Up and Clean-Up (Up to 2 rooms)			Add \$25 for each additional room.
• 1-50 People		100	
• 51-100 People		200	
• 101 + People		300	
Bread Oven (Must have WBLUMC approved person)	\$	200	
Full Day Use of building add		100	

Monday through Friday (Between 9am & 3pm)

Sanctuary	\$	200	
Fellowship Hall		100	
Room 200, 107, 205 or 206		50	each
Each additional room		25	
Building Monitor (to open and lock building—must be church member or employee)			no additional cost during office hours
Piano Use		50	
Sound Board (to pay WBLUMC-approved technician)		50	
Audio Visual (to pay WBLUMC-approved technician)		50	
Room Set Up and Clean Up (Up to 2 rooms)			Add \$25 for each additional room.
• 1-50 People		50	
• 51-100 People		100	
• 101 + People		150	
Bread Oven (Must have WBLUMC approved person)	\$	200	
Full Day Use of building add		50	per room

Regular and Music Education Recital

Use of Sanctuary and Fellowship Hall or Narthex	\$	100	
Room Set-Up and Clean-Up		50 weekday	\$100 weekend/evening
Building Monitor (to open and lock building—must be church member or employee)		100 weekday	\$150 weekend/evening

Kitchen Coffee Maker

Coffee Packets	(Small Packet 18 cups)	\$10 each	(Large Packet 36 cups)	\$20 each
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Weddings

For Weddings and Funerals: Please make checks out to individuals for services performed. Custodian, Pastor, Musician, Sound or Audio/Visual Tech—see wedding coordinator or UMW representative for funerals.

Traditional Wedding, which can include rehearsal:

• Use of the sanctuary (capacity 320 people)	\$	300
• Use of Fellowship Hall after Wedding		100
• Pastor		300
• Music		
○ Soloist (Upon Request)		150
○ Church Organist/Pianist Wedding		200
○ Church Organist/Pianist Rehearsal		150
○ Church Organist/Pianist extra rehearsals		150/hour
• Musical Instruments—outside musicians		150 each
• Wedding Coordinator/Building Host—Required for rehearsal and wedding		200
• Sound Technician for Wedding Only		100
• Audio Visual		100
• Custodian		
○ Wedding—Sanctuary Only		100
○ Wedding—Sanctuary and Fellowship Hall		200
○ Wedding—Sanctuary, Fellowship Hall with Dinner		300

Simple Wedding (Sanctuary only, no music, no rehearsal)

• Use of the sanctuary (capacity 320 people)	\$	200
• Pastor		300
• Custodian—25 guests or less Monday to Thursday		75
• Custodian—Friday, Saturday, Sunday, or 26 + guests		100
• Building Monitor (to open and lock building & troubleshoot)		100
• No Sound Technician or Wedding Consultant		

An extra fee may be added if snow removal is required for a winter wedding and rehearsal

Funerals & Memorial Services

For Weddings and Funerals: Please make checks out to individuals for services performed. Custodian, Pastor, Musician, Sound or Audio Tech—see wedding coordinator or UMW representative for funerals.

Visitation & Service: Fees include use of the Sanctuary and Fellowship Hall and other rooms as necessary based on number of attendees. All fees are due prior to the service.

• Organist	\$	150
• Soloist (if requested)		150
• Minister (Families Discretion)	Typically	200
• Audio Visual		100
• Sound Technician		100
• Custodian Ron Houde		
○ 1-100 people		100
○ 101 + People		200

Luncheon Donations: In addition to reimbursement for the food, you may consider making a donation to the WBLUMC United Methodist Women. The donation could correspond with the number served at the luncheon, per below. See WBLUMC Luncheon form for more information on menu choices and delivery charges.

• Donation for under 100 people	\$	75
• Donation for 100 or more People		150

Rental Agreement

Make checks for building usage and equipment payable to White Bear Lake United Methodist Church. A non-redundable deposit of one-half of the building/equipment rental fee is due upon signing of contract below, with the balance due on the day of the event.

The agreed upon building rental fee for the space is \$_____. Please make check payable to White Bear Lake United Methodist Church.

Extra Fees:	Pastor: _____	\$ _____
	Custodian: <u>Ron Houde</u> _____	\$ _____
	Building Monitor: _____	\$ _____
	Wedding Coordinator: _____	\$ _____
	Soloist: _____	\$ _____
	Organist/Pianist: _____	\$ _____
	Sound Technician: _____	\$ _____
	Audio/Visual: _____	\$ _____
	Luncheon Fee: <u>United Methodist Women</u> _____	\$ _____

Total Due: _____

Down Payment: _____

Due Date for Remainder: _____

Note: There is no food or drink allowed in the Sanctuary.

I have read and acknowledged the Building and Ground Use Policy and agree to comply. I understand those terms and conditions are part of this rental agreement with White Bear Lake United Methodist Church. I agree to pay all the fees as listed.

Renter Signature: _____ WBLUMC Signature: _____

Title: _____ Date: _____ Title: _____ Date: _____

Description of Event, including rooms requested and and set-up requirements:

Contact Person: _____

Address: _____

Telephone: _____

E Mail: _____ Rooms Requested: _____

Date of Event: _____ Projected Number of People: _____

Time of Event: _____ Set Up Time: _____ Tear Down Time: _____

Trustee Approved 11-14-17