

SOP 14	FACILITY USE & POLICIES	
RESPONSIBILITY: FACILITIES TEAM	ISSUE DATE (VERSION): 2020	NEXT REVIEW DATE:

BUILDING USAGE REQUEST & REGULATIONS

Rooms, vehicles, and equipment are only available to members and regular attenders of WFMC. There will be no cost for this, except for events that take place on Saturdays, because we have to hire someone to clean the restrooms and check areas afterwards for Sunday services. To make a formal request, fill out the appropriate form at westlandfmc.com/forms. You will receive a response within 48 hours of your request.

In cases where we choose to partner with an outside ministry such as NA or Lifecare, a minimum of \$100 per month will be charged for general building usage. These partnerships will be filtered through, and reviewed regularly, by the Board of Ministry.

GENERAL REGULATIONS

- No one may request usage without an adult church member or regular attender in charge of and responsible for the event.
- All church members and attendees requesting a one-time non-ministry event in the Fellowship Center can be approved up to nine months in advance. EXCEPTION: Fridays and Sundays will not be booked prior to three months for the Fellowship Center.
- A \$50 bathroom cleaning fee will be due for Saturday events one week prior to the event.
- Saturday events in the Fellowship Center may not be setup prior 9:30pm on Friday due to N.A. meeting there on Friday nights.
- Sundays: No set up is allowed for any non-church event prior to 1:00 pm.

ROOM(S)

- RED or GRAPE drinks must not be used due to severe staining potential.
- You are to use your own tablecloths, plates, cups, silverware, etc.
- You are responsible for the set-up/take-down for your event.
- You are responsible to restore the room to exactly how it was when you arrived-this includes vacuuming (vacuum is located in Usher's Closet next to Preschool door), taking out the trash (trash bags are in drawer in the kitchen, by microwave, & the Usher's Closet), etc.
- All dishes must be washed, dried, and put away (do not leave dishes in rack).
- Do not release balloons until they are secure; if they go up to the ceiling, the cord wraps into the ceiling fan. If one gets stuck in the ceiling fan, use the pole under the pew in the back of sanctuary to untangle it.
- In Gym, please leave ceiling fans ON and turn lights off (circuit breakers #1,3,5,7,9).
- Make sure all tape, sticky tack, adhesives, etc. are off the walls, tables, and counter.

VAN

- The van and trailer are to be used for approved WFMC ministry events only.
- The responsible party is responsible to return the van full of gas and cleaned both inside & outside. (Johnson's Car Wash on Michigan Ave between Venoy Rd. & Second St. will clean the van inside and outside for \$13.50.) If it is a short trip and the van is very clean, you do not have to take it to the car wash.
- You are responsible for setting up a time to get the keys prior to your event AND returning keys with a filled-out van usage form.

EQUIPMENT

Equipment should be returned clean and in the same condition it left in. In the event an item is damaged, the person who borrowed it will be responsible for seeing that it is fixed or replaced within a week's time.

NOTE: Any item in underlined italics is taken from the Book of Discipline

WEDDINGS

Our facilities are not available, per discipline, to rent to the public for wedding ceremonies (or any sort of commitment ceremony). All ceremonies must align with the Free Methodist Book of Discipline. Our pastors reserve the right to decline to perform any ceremony without providing cause. On rare occasions other pastors from the FMC or Merge Community Church in Westland may perform a ceremony at WFMC if approved by the Lead Pastor and BOM.

The following is a listing of policies and fees as it pertains to weddings at WFMC:

Those who desire to get married at WFMC should contact the Lead or Associate Pastor to inquire about potential dates and whether or not that pastor would desire to perform the ceremony.

If requested, it may be possible for equipment to be moved off of the stage, with the exception of the piano.

The family is responsible for setup and teardown if the Fellowship Center is used. Any broken equipment will be the responsibility of the family to replace within a week of the event.

Regular Attender costs for weddings at WFMC by a staff pastor:

Wedding Hostess: \$50

Pastor (minimum gift): 200

Pre-pare Enrich Counseling: \$35

Custodial Services: \$50 (\$100 if Fellowship Center is used)

Sound & Video: \$50

General Building Rental: \$0

Total Fees due one week prior to ceremony: \$385

Optional: Musician (cost determined by musician)

Regular Attender costs for weddings Offsite (within 2 hours drive) by a staff pastor:

Wedding Hostess: \$50 (if needed by pastor)

Pastor (minimum gift): \$250

Pre-pare Enrich Counseling: \$35

Total Fees due one week prior to ceremony: \$285 or \$335

Optional: Musician (cost determined by musician)

Non-Attender Costs for Weddings at WFMC by an approved FMC or Merge Pastor:

Wedding Host or Hostess: \$50

Custodial Services: \$100 (\$200 if Fellowship Center is used)

Sound & Video: \$50

Sanctuary & Changing Room(s) Rental: \$100 (\$200 if Fellowship Center is used)

Total Fees due one week prior to ceremony: \$300

FUNERALS

Our facility is only available to members and regular attenders for funeral services. There are no fees for funerals. Families are welcome to donate gifts to those involved, in appreciation of their services.

No equipment will be moved off the stage for funerals. Though music stands and cords may be shuffled if it helps clean up the look.

Meals may be offered to, or requested by the family, and will be provided when possible. When it comes to funeral meals, the family will often provide the main dish or cover the cost of the main dish. The church family will provide the sides and drinks. On occasions where the main dish is a hardship for the family, the church may decide to take that cost out of the Benevolence Fund. The church will provide setup and teardown for the meal.

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