

Due West Methodist Church

Facility Usage Guidelines & Fees

We are pleased that you are considering Due West MC for your upcoming event, and we look forward to working with you to find the perfect space. Please designate one person from your group to coordinate details about your event space. It is the responsibility of the person or group requesting the facility to become familiar with these guidelines and to ensure that they are observed.

A reservation for ANY ROOM OR SPACE on campus must be approved and placed on the church calendar. A "Facility Usage Application" form can be found online at www.duewest.org/resources/facilityusage. Once the form is submitted and reviewed, you will receive an email with the status of your request. When the event date has been confirmed and, if required, your Deposit and Building Usage Fee is paid, only then should you announce your event to your group. You will be provided with a follow-up checklist to submit after your event. This is to ensure that the room has been properly cleaned, restored to its original condition and, key (if provided) is returned to the church office. This protects your group as well as our facility.

Is your event a fundraiser? If so, all fundraising events must be approved by the Finance Committee before a room/space will be confirmed. (See Fundraising Guidelines and Request Form).

Please also be aware that if you are requesting use of the facility on an on-going basis (ie: weekly, bi-monthly or monthly) there may be times when we cannot accommodate your group due to a Church function or other Ministerial need. You will be notified of any conflict as soon as possible.

I am looking forward to working with you on your upcoming event.

Denise Luders
Office Manager
Due West MC
3956 Due West Road
Marietta, GA 30064
dluders@duewest.org
770-427-3835

FACILITY USAGE GUIDELINES

Church decorations shall have precedence over event decorations and may not be moved, especially during seasonal periods (Christmas, Easter, etc.)

Helium balloons are not permitted in the church sanctuaries.

Choir chairs, instruments, sound equipment and other stage equipment may not be used or moved without obtaining prior approval from the Music Director.

Outside companies bringing in their own equipment, such as lighting or sound, must be bonded and insured.

Thermostats are set on timers and are not adjustable.

Event attendees are to remain in the reserved room (s) only and not be permitted to roam other areas of the facility.

Alcoholic beverages may not be served on church grounds.

The church has tables and chairs available for your use. Please clean and return all tables and chairs to the stored position.

Items in the Family Life Center kitchen to include table linens, glassware, punch bowls, utensils, paper products, food, etc., are NOT available for use.

As good stewards of the property provided to us, we will not permit groups or functions that have the potential to damage the property. Example: teams such as baseball and lacrosse are not permitted. Other events will be reviewed on an individual basis.

DEPOSITS: Use of the Family Life Center, FLC Kitchen, and Sanctuaries require a refundable deposit per event. This deposit is refundable if no additional fees are required to cover damage or custodial work. (See fee schedule)

KITCHEN: Use of the FLC kitchen must be under the supervision of a ServSafe trained individual. The kitchen and all equipment must be properly cleaned immediately following your event.

AUDIO/VISUAL: AV equipment in the Sanctuaries and Family Life Center are highly technical systems and require trained personnel to operate. If you require the use of this equipment, please be aware that you must request this service when you complete the Facility Usage Application. You must coordinate with a Due West Trained Technical Sound Engineer no less than 1 month in advance of your event. Please note that the use of the sound equipment and a technical engineer at your event will incur additional fees payable prior to your event. (See fee schedule)

NURSERY: Nursery can be provided if the event is an approved Church Ministry event and you have coordinated this with the Nursery Director.

FACILITY FEES

A completed Facility Usage Application form and the Building Usage Fee (for non-ministry sponsored events) are required in order to schedule and secure your event date. Failure to provide the Building Usage Fee, a completed application, or a completed Checklist following your event will result in a revocation of future use privileges and possible additional fees to cover damage or custodial work.

All fees are payable to Due West Methodist Church, 3956 Due West Road, Marietta, GA 30064. Please note "building usage fee" on your check.

FEES:

Deposits

- ☐ \$300 refundable deposit for Family Life Center, Bldg. A Sanctuary & Bldg. C Sanctuary
- ☐ \$100 refundable deposit for Family Life Center Kitchen only

Deposits are refundable provided no additional fees are incurred to cover damage or additional custodial work.

Refunds are at the discretion of the DWMC Board of Trustees and Property Maintenance Staff.

Building Usage Fees (Applies to all non-ministry sponsored events)

- ☐ \$30 per hour - basic room
- ☐ \$100 per hour - FLC Auditorium, Bldg. A Sanctuary & Bldg. C Sanctuary
- ☐ \$50 per hour - Kitchen use only
- ☐ \$150 per hour - FLC Auditorium and Kitchen
- ☐ \$100 flat fee - Parking lot with interior restroom access

Additional Fees (Applies to all non-ministry sponsored events)

- ☐ \$50 flat rate - Custodial Fee
- ☐ \$50 per hour - AV Technician (2 hour minimum)

Church staff and church members are entitled to reduced rates. See Office Manager for details.

Please contact our Office Manager, Denise Luders at dluders@duewest.org or 770-427-3835 if you have any questions.