

DUKE MEMORIAL UNITED METHODIST CHURCH - POLICIES & PROCEDURES
PRESENTED TO ADMINISTRATIVE BOARD - MAY 3, 1983

FUNCTION	CHURCH MEMBERS			NON CHURCH MEMBERS					
	1964	1975	1980-82	Proposed Duke Mem.	First Presb.	Trinity Methodist	Proposed Duke Mem.	First Presb.	Trinity Methodist
Weddings									
Sanctuary	NC	NC	NC	NC	NC	NC	\$ 35	(\$35 Chapel (\$50	\$ 30
Rehearsal-janitor	\$ 5	\$ 10	\$ 15	25	\$ 20		30	20	
Ceremony - janitor	5	10	15	25	25	\$ 20	30	25	20
Receptions									
Each janitor	5	10	15			15			15
Whitford Hall	25	25	50	50	50	use inc. in sanctuary	75	75	use inc. sanctuary
Bradshaw Room or Parlor	25	35	50	25	25	" "	50	25	" "
Refundable Deposit				100*	100		100*	100	

*Deposit is fully refundable if cancellation is made 14 or more days prior to the scheduled event

USE OF BUILDINGS BY OUTSIDE GROUPS AND ORGANIZATIONS

First Presbyterian - Outside groups with no church affiliation may have use of facility for \$25 (\$10 to custodian)
Trinity Methodist - No information

PROPOSED FOR DUKE MEMORIAL - For other churches, the District, the Conference and other non-profit groups that benefit the community (i.e. United Way agencies, Arts Council, Scouts, Garden Council/Clubs, etc.) there will be a charge of \$50 per day for each of Whitford Hall, Bradshaw Room and the Parlor. For all other groups this same base fee will be charged per room, plus 50¢ per person in excess of 50 per room. (Example: If three rooms are used, the fee would be \$150 to cover the cost of up to 150 persons. Each person over 150 would be 50¢ additional.)

The fees will be paid in advance to reserve the rooms. Fees are refundable if cancellation is made 14 or more days prior to the scheduled event.

The use of rooms on the second floor will require additional fees due to their separate heating system. At the discretion of the senior minister, these fees may be altered when special circumstances exist. Nominal fees may be assessed for extraordinary assistance required for arranging a room and for the clean up. The Building Maintenance and Grounds Committee shall determine such charges. (Circle 6 paid \$25-\$50 on some occasions when preparing and serving meals for outside groups to the circle project funds. This was a utilities charge.)

NC = No Charge