

TUMC Fee Schedule

Fellowship Hall

Member Rates

Refundable De posit.....	\$100.00
First 2 Hours (2 hour minimum).....	\$75.00
Each Additional Hour.....	\$25.00
Kitchen Use.....	\$50.00
One Staff Hourly Rate (2 hour minimum) Custodial.....	\$25.00

Non-Member Rates

Refundable Deposit.....	\$100.00
First 2 Hours (2 hour minimum).....	\$100.00
Each Additional Hour.....	\$30.00
Kitchen Use.....	\$50.00
One Staff Hourly Rate Custodial.....	\$50.00

Community Based Organizations..... First 2 hours no fee

Sanctuary

Hourly Rate.....	\$100.00
One Staff Hourly Rate : A/V Technician.....	\$50.00
One Staff Flat Rate Custodial.....	\$50.00

Classroom

Member Hourly Rate (Non-recurring).....	No fee – Donations Accepted
Non-Member Hourly Rate (2 hour minimum).....	\$25.00
One Staff Hourly Rate Custodial.....	\$25.00

Additional Fees

Custodial Hourly Rate (2 hour minimum).....	\$25.00
Audio/Visual Technician Hourly Rate.....	\$50.00

For office use only

Facility: _____	
Deposit:	\$ _____
Facility:.....	\$ _____
Kitchen:.....	\$ _____
Personnel:.....	\$ _____
Other:.....	\$ _____
Insurance:.....	\$ _____
Subtotal:.....	\$ _____
TOTAL:.....	\$ _____

Tuskawilla United Methodist Church
Facility Use Agreement

Date of Application _____

_____ TUMC Member

_____ Non-Member

_____ Community Organization

_____ Non-Profit

Organization: _____ Telephone: _____

Contact: _____

Address: _____

Requested Date (s): _____ Event Hours: _____ (include set up & break down)

Type of Event _____

Estimated number of guests _____

Circle yes or no for the following questions:

Will amusement rides, inflatables or inflatables with water be used? Yes or No

If yes, explain _____

Will admission be charged? Yes or No

If yes, explain _____

Will food, goods, or services be sold at the event? Yes or No

If yes, explain _____

Will live or recorded music be used? Yes or No

If yes, explain _____

Will the property be used for commercial filming or photography? Yes or No

If yes, explain _____

Please provide a copy of your certificate of liability insurance with your facility use agreement.

THE SALE, SERVING, OR CONSUMPTION OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED.

THE USE OF FIREWORKS, FIREARMS, ILLEGAL DRUGS AND SUBSTANCES IS STRICTLY PROHIBITED.

General Rules & Regulations

All Seminole County Municipal Codes/Regulations Apply to all TUMC Facilities.

1. Office Hours: Tuesday – Friday, 9:00 am – 3:00 pm. To contact the office, call 407-699-8155. The person renting/using the facility MUST visit the church – by appointment only- to review the facility, read, agree to and sign the Rules and Regulations. This includes all renters, including those who have used the Fellowship Hall, Sanctuary, Rooms, etc. in the past.
2. A refundable cleaning and damage deposit is required. Any additional fees such as cleaning, damages, staff time, room time will; be deducted from the cleaning/damage deposit.
3. TUMC reserves the right to cancel an approved reservation due to maintenance needs, overuse of facility, unsafe conditions, or due to a conflict with a TUMC event. In these cases, all attempts will be made to provide a minimum of 15 days advance notice and to provide an alternate location. In the event of an emergency, when only short or no notice can be provided, groups must cooperate with the request to not use the facility or risk loss of current permit and denial of future use. If there are no alternative facilities available, TUMC is not obligated to provide an alternate facility. In case of such event, a full refund will be given.
4. TUMC encourages partnerships and volunteerism to improve facility quality and maintenance; however, in the absence of a written agreement, donation and/or contributions of time do not give any organization priority at any facility. Groups wishing to make alterations to facilities must submit these improvements requests in advance to TUMC Board of Trustees.
5. TUMC or the customer has the right to cancel an event by giving a written notice 30 days prior to the event. Refunds will be honored for cancellations made in writing and received 30 days before the event. Cancellation made in writing and received less than 30 days before the event are entitled to a refund of the cleaning and damage deposit only. If TUMC cancels a facility use permit, at no fault of the user, a full refund will be made.
6. All litter and debris that may occur as a result of your event must be picked up and deposited into trash or recycling receptacles where provided. At the conclusion of the event all trash can contents must be emptied into the dumpster in the back parking lot.
7. All groups are responsible for the condition in which they leave the facility. Any excessive clean-up required by TUMC custodial following your use will be cause for forfeiture of all or part of your damage deposit. The air conditioning system must be turned off as you leave the property or that will be cause for forfeiture of your damage deposit.
8. Amplified music, use of musical instruments, radios, or Public Address Systems must conclude by 9:00 pm Sunday through Thursday and by 11:00 pm Friday & Saturday. Outdoor audio programming is allowed by permit only.
9. Complaints from surrounding neighborhood residents as to noise level, litter and debris and disregard for use of parking regulations could result in cancellation of your reservation, forfeiture of security deposit and denial of future facility use
10. SMOKING IS NOT PERMITTED IN TUSKAWILLA UNITED METHODIST CHURCH BUILDINGS. Smoking is permitted in the parking lot but not near classroom doors or in the breezeway between buildings. Please place used cigarettes in provided cigarette receptacles.
11. TUMC will not be responsible for any articles left at the facility.
12. Maximum occupant loads are mandated by the Fire Marshall and the posted maximum may not be exceeded.
13. Hours reserved should include the total time that the facility will be in use, including decorating time, total activity and clean up time. ALL CHANGES IN ARRANGEMENTS MUST BE MADE IN WRITING.
14. The representative of the event who will sign the contract and be present for the duration of the event must be over the age of twenty-five (25) years of age.
15. Events for children and youth (minors under the age of 18) must have a minimum of 2 chaperones per 15 participants.

I have read and agree to abide by all of the rules and regulations regarding use of a Tuskawilla United Methodist Church Facility.

Signature: _____ Date: _____