



Easton United Methodist Church - Pastor Donna Sperry

4970 Potters Road - Ionia, MI
616-527-6529 - eastonoffice@gmail.com

Church and Property Rental Fees and Guidelines for Non-Constituents

The Easton United Methodist Church family is proud of our facilities and we are pleased that you are considering our church for your event. Once you have reviewed the pricing and guidelines below, please contact our office to finalize arrangements and book the facilities. The pricing below is intended for weddings, reunions, and other types of gatherings; for funeral or other arrangements please call for an appointment to discuss.

Pricing structure - Building and property (4 hours): {Make check payable to - Easton UMC}

Room(s)	Base Price	Required Deposit*
Upper Level:		
Sanctuary (entry, worship area, restroom and chapel)	\$350.00	
Lower Level:		
Kitchen	\$125.00	
Small Fellowship Room	\$75.00	
Large Fellowship Hall	\$100.00	
Outdoor area:		
Pavilion, picnic tables, playgrounds, open yard and Cross worship area (no restroom)	\$100.00	

Additional fees - Wedding: {Make check payable to - Easton UMC}

Service provided:	Fee	Required/Optional
Pastor (includes 4 pre-marital counseling appointments)	\$200.00	Required
Wedding Coordinator	\$100.00	Required
Organist/Pianist	\$100.00	Optional
Media Technician	\$100.00	Optional

Pricing structure – Catering Services: {Make check payable to – Easton UMWF}

(Prices may vary +/- in relation to menu requests)

Menu	Fee
Hot meal (meat, potato, salad, vegetable, dessert) and beverages	\$7.50/person
Cold meal (cold meat sandwich, salads, side dishes, dessert) and beverages	\$5.00/person
Finger foods (cheese-crackers, vegetable tray, dessert) and beverages	\$3.50/person
Desserts (Cake/cookies/etc.) and beverages	\$2.50/person

Deposit requirements:

*For non-member constituents, a \$100.00 minimum deposit is required at the time of booking. Full amount is due 1 month prior to the event. The \$100.00 deposit check will be returned after the event providing all stipulations have been followed. (See Guidelines)

Access and Guidelines:

Access to the property will be provided by a church representative; time to be determined upon scheduling of event. Church representative will also be present at the close of the event to inspect and secure the building and property, and to determine portion of refundable deposit to be returned.
(see Deposit requirements)

- Parking is available on the paved areas surrounding the church. Any overflow/lawn parking is to be discussed prior to the event.
- There is to be no smoking inside the church or on the church property.
- No alcohol or any controlled substance is to be available or consumed on the church property.
- No fireworks of any kind are allowed.
- No open flame is allowed on the property outside of the designated fire pit areas.
- No other activity is allowed not specifically mentioned above that is prohibited by law or that would be considered undesirable by the general public.
- Church phone is not to be used by the renter other than emergency 911.
- Rental fee is for the day of the event only, if set up is required prior to event pricing may be negotiated as an exception (see Pricing structure)
- Any spills or stains are to be cleaned with the supplies available and reported to the church representative at close of event.
- Hard floors are to be swept after the event. Carpeted areas should be vacuumed as necessary.
- If cleanup exceeds \$100.00 deposit, renter will be charged the full amount of cleanup.

Facility is not available during normal Sunday morning worship hours.

The purpose of this document is to establish and communicate in a formal agreement the regulations governing the rental of the Easton United Methodist Church facilities and property. Any variations or exceptions to the information stated herein must be approved by said Board and/or Board representative prior to agreement.

All reservations for the facilities/property will be made through the EUMC office at 616-527-6529 or eastonoffice@gmail.com and will be signed by both applicant and church representative.

EUMC shall retain, as determined by the inspecting church representative, such portion of the security deposit as may be required to adequately clean, repair, or meet any additional expenses created by the renter.

Heat – temperature adjustment by church representative prior to and after the event.

Lights – all must be turned off

Doors – all must be locked

Classrooms – not to be used

Nursery (upstairs) – if used, items to be restocked, room to be returned to original cleanliness and order

Playroom (downstairs) – room to be returned to original cleanliness and order. Craft items (markers, scissors, etc.) are not to be used due to liability and damage control for the both the renter, guests and church facility.

The Easton United Methodist Church, its board and officials, and employees shall be held harmless and not liable in the event of accident or injury to the members of any group or their guests who use the facility.

In the event of a last minute's cancellation – due to weather or other circumstances – renter must notify the church at the time of the decision. Refundable portion of the deposit will be return if event is not rescheduled.

APPLICATION AND AGREEMENT:

I have received a copy, read, and understand the Easton United Methodist Church Facility and Rental agreement guidelines and agree to be held responsible for said rules and guidelines.

Applicant name (printed): _____

Applicant address (street, city, state, zip): _____

Phone number(s) (home and mobile): _____

Applicant signature: _____

Requested rental date and times: _____

Method of payment (cash/check): _____

Key access scheduled for/with: _____

End of event inspection scheduled for/with: _____

Return this portion with deposit amount to: Easton United Methodist Church
Rental Agreement Processing
4970 Potters Rd.
Ionia, MI 48846

For EUMC office use only:

Deposit amount received / date: _____

Balance received / date: _____

Security deposit returned – amount / date: _____

Received by (signature): _____