LORENA METHODIST CHURCH
BUILDING USE FEES

SPACE NEEDED	MEMBER*	NON-MEMBER
Sanctuary and Fellowship Hall	$100.00 and a $50 non-refundable deposit**	$500.00 and a $50 non-refundable deposit**
Use of Sanctuary Only	$100.00 and a $50 non-refundable deposit**	$350.00 and a $50 non-refundable deposit**
Use of Fellowship Hall Only	No Use Fee	$150.00 ($100/per extra days) $50 non-refundable deposit**

Fees for the Organist, Media and Sound Techs, Musicians and Minister are not included in the Building Use Fees and may be charged separately.

** "Member" is defined as an individual who is a professed member of Lorena MC (and is currently in attendance). This definition includes immediate family members ONLY.*

*** A $50 non-refundable deposit must be made at the time of scheduling and placing the event on the church calendar.*

ADDITIONAL POLICY NOTES:

All building/room users will agree to and be covered by the following guidelines:

- Lorena MC will not be held responsible or liable for any injury, loss of personal items, or damages as the result of actions or negligence by the user or user's group during their use of the Lorena MC building or facilities.
- Permission for any event must be obtained from the church pastor.
- Users will be responsible for any and all damages that occur.
- There will be no unattended children in hallways or rooms.
- All premises are to be cleaned and left in the same condition in which they were found.
- **Before you leave, turn the air conditioner to 79°/heater 75°.**
- The church may waive fees for use of the facilities by any local civic or non-profit organization (scouts, little league, softball organizations, etc.) However, an annual or seasonal deposit of $40 will be required, which will be forfeited along with forfeiture of building use, for failure to maintain premises properly.
- Wedding/Ceremony reservation includes use of Sanctuary and Fellowship Hall the day of and the evening prior to the event.
- Cleanup fees for weddings and ceremonies are policy and may not be waived.
- Candles are allowed only with a covering under the candles to prevent any wax damage.
- The church pastor must approve all event music.
- There will be **no smoking or alcohol use in any area of the building**.

Updated: July 2025

LORENA METHODIST CHURCH
CHURCH & BUILDING USE FORM

Event Reservation Information:
Type of event (be specific): _____

CHURCH AREA / AREAS TO BE USED (Check all that apply):

Sanctuary _____ Fellowship Hall w/Kitchen _____ w/o Kitchen _____ Other area(s)_____
If "Other" please specify _____
Date or Dates to be Reserved: _____
Time of event (List AM/PM): _____

Person or Organization Making Request: Date of Request: _____ Date of Event: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

If an Organization, Person Responsible:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Is the above listed person a member of Lorena Methodist Church: YES _____ NO _____
Is the above listed Organization a "non-profit" organization: YES _____ NO _____
Will any other LMC member/s be involved or associated with this event: YES _____ NO _____
If YES, list the primary persons by name:

_____
_____
_____

Church and Building Use Agreement
In requesting the reservation for the above listed area and date, I agree to abide by the following:

1. To abide by the basic rules as outlined by the LMC Building Use Policy, including, but not limited to:
    a. Turn off all lights when the event is over.
    b. Turn all air conditioning or heat (as stated on reverse) when the event is over.
    c. Return all chairs and tables to their proper place or as found.
    d. Use only the specific area of the church as outlined above.
    e. Make sure that there will be no unattended children in the hallways or rooms.
    f. Pay a $50 non-refundable deposit (applied to clean up fee) when the event is scheduled.
    g. Pay all Church and Building Use fees 24 hours prior to the event.
2. To be responsible and pay for any and all damages to Lorena MC caused or created by either me or those attending this event, whether invited by me or not.
3. To pay for all deposits, cleanup fees, and other use fees as noted below, whether a member or non-member.

Total Use Fee: $_____

NOTE: Signature acknowledges having read and being in agreement with the Building Use Policy of LMC.

Printed Name: _____ Printed Name: _____

Date: _____ Date: _____

Signature: _____ Signature; _____

(Person or Organization Person) (LMC, Pastor)

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