

Ashland First United Methodist Church
220 Sandusky St.
Ashland, OH 44805
419-289-7551 Fax: 419-289-7552

Room Use Fee Schedule

MEMBERS
NON-PROFIT GROUPS

NON-MEMBERS
FOR- PROFIT GROUPS

Dauch Fellowship Hall, including Lower Concourse
(Maximum occupancy 120 table seating; 200 auditorium seating)

Room Use Fee		
Limited kitchen use up to 4 hours	\$ 20.00	\$ 250.00
Limited kitchen use up to 8 hours	40.00	500.00
Set-up & Clean-up – for up to 11 tables	55.00	55.00
Additional tables up to 17	5.50 each	5.50 each
(Members & non-profits can set-up/tear down their own event for free)		
Full use of kitchen for one meal (not to exceed \$75.00) (plates, silverware, dishwasher etc.)	1.00/place setting	1.00/place setting
Full use of kitchen for two meals	150.00	150.00
Kitchen supervisor required for full kitchen use	20.00 per meal	20.00 per meal
Supervisor fee is utilized for kitchen upkeep and improvements.		

Upper Concourse including Patio (does not include Chapel)
(Maximum auditorium occupancy 100)

Room Use Fee up to 4 hours	\$ 0.00	\$ 75.00
Set-up fee for up to 50 per event*	0.00	33.00
Beginning with 51 st person \$1.50 per chair		

The Connection Café is available with a trained/approved supervisor present. Cost is assessed on \$.50 per serving.

Chapel
(Maximum occupancy 27)

Room Use Fee (Chapel only) per event*	\$ 0.00	\$ 30.00
Custodial Fee for Above	\$ 44.00	\$ 44.00
Chapel, Parlor, Bridal room, and Groomsman room	\$ 0.00	75.00
Custodial Fee for Above	\$ 77.00	\$ 77.00

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Parlor

(Maximum occupancy 30 table seating; 45 auditorium seating)

Room Use Fee up to 4 hours	\$ 0.00	\$ 75.00
Set-up & Clean-up per event* (Members & non-profits can set-up/tear down their own event for free)	16.50	16.50

Kitchenette is available for limited use. Limited use means countertops, sink, coffee pot, refrigerator, and electrical plugs.

Class Rooms

(Maximum occupancy varies)

Room Use Fee up to 4 hours	\$ 0.00	\$ 50.00
Room Use Fee up to 8 hours	0.00	100.00
Set-up & Clean-up per event* (Members & non-profits can set-up/tear down their own event for free)	27.50	27.50

Kitchenette is available for limited use. Limited use means countertops, sink, coffee pot, refrigerator, and electrical plugs.

Sanctuary

(Maximum occupancy 450)

Room Use Fee (Includes Parlor, Bridal room, and Groomsman room)	\$ 0.00	\$ 250.00
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Above fees do not apply to Ashland First UMC groups using the facility in the support of the church's mission statement. For members and non-profit groups that do their own set-up and clean-up the rooms are to be returned to the exact condition prior to use. Mechanical sweepers are available and located in the Janitorial Closets on each level of the building.

* Event – any consecutive weekday use of facility that does not require additional set-ups/tear downs.

Requirements for Ashland First United Methodist Facility Use

1. **All parties must have 1 responsible adult. Absolutely no activities will take place without a designated responsible adult present. The designated adult will be responsible to arrange for opening, closing, lights, and heat or air conditioning.**
2. **We request that you use only the specified room and nearest corridor and restroom during the times that you have requested so the custodial staff can schedule for preparation before and after use. The rooms and restrooms should be returned to the condition they were found upon entering the facility. Please put all trash and waste paper in the waste containers. If you are a church member and will be doing the set-up/clean-up yourself, please place all trash in the nearest custodial closet and replace the used trash bags. Vacuum sweepers and trash bags will be available in the custodial closets.**
3. Please do not touch the security/fire controls or the heating/air conditioning thermostats unless you have received instructions and authorization to do so.
4. All parties must exit the building by 10:00 pm unless special arrangements have been made.
5. Total charges in excess of \$200.00 require a \$100.00 good faith deposit due upon signing. Deposit will be charged against the total user fees.
6. **Fees, other than honorariums, are to be fully paid and given to the Office Manager no later than 3-days prior to event.**
7. Weddings canceled within 90 days preceding the date of the wedding will receive a full refund of deposit. Cancellations after this will result in forfeiture of deposit.
8. **Absolutely no alcohol, tobacco products, illegal substances, or gambling permitted on the church grounds.**
9. Nails, staples, tape, glue, or any other fasteners shall not be used on any walls, railings, ceilings, or floors. Individuals and groups wishing to decorate must use Scotch Brand Removable Adhesive Putty.
10. Damage to equipment and/or buildings incurred through carelessness, horseplay, or general lack of supervision will be at the cost of the group. The “designated responsible adult” will collect moneys from the person or group and compensate the church for damages and repairs.
11. All parties agree to hold harmless, indemnify and defend Owner (including Owner’s agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage/loss which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for the parties’ purposes.

As the representative of _____, I understand the terms of this agreement and agree that the party will abide to all terms.

(Signature)

(Date)

Please return form to Ashland First United Methodist, Attn: Office Manager

Revised 9/24/13