



Facility Use Charges for 2022-2023

General Use of the WBL United Methodist Church

Evenings and Weekends

		Half-day costs (Less than 4 hours)
Sanctuary	\$	200
Fellowship Hall		100
Room 200, 107, 205 or 206		50 each
Each additional room		25
Building host (required; opens/locks building, must be church member/employee)		100
Piano use		50
Sound board (for WBLUMC-approved technician)		100
Video/slideshow (for WBLUMC-approved technician)		100
Room set-up and clean-up (up to 2 rooms)		Add \$25 for each additional room.
• 1-50 People		100
• 51-100 People		200
• 101 + People		300
Bread Oven (Must have WBLUMC approved person)	\$	200
Full day use of building adds.		100

Monday through Friday (Between 9am & 3 pm)

Sanctuary	\$	200
Fellowship Hall		100
Room 200, 107, 205 or 206		50 each
Each additional room		25
Building host (must be church member or employee)		No additional cost during office hours.
Piano use		50
Sound board (for WBLUMC-approved technician)		50
Video/slideshow (for WBLUMC-approved technician)		50
Room set-up and clean-up (up to 2 rooms)		Add \$25 for each additional room.
• 1-50 People		50
• 51-100 People		100
• 101 + People		150
Bread Oven (Must have WBLUMC approved person)	\$	200
Full day use of building adds.		50 per room

Educational programs and music recital

Use of Sanctuary and Fellowship Hall or Narthex	\$	100
Room set-up and clean-up		50 weekday \$100 weekend/evening
Building host (required; opens/locks building, must be church member or employee)		100 weekdays \$150 weekend/evening

Kitchen coffee maker

Coffee packets	Small packet 18 cups, \$10 each	Large packet 36 cups, \$20 each
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Weddings

For Weddings and Funerals: Please make checks out to individuals for services performed. Custodian, Pastor, Musician, Sound or Audio/Visual Tech — see wedding coordinator or UMW representative for funerals.

Traditional Wedding, which can include rehearsal:

- Use of the sanctuary (capacity 320 people) \$ 300
- Use of Fellowship Hall after Wedding 100
- Pastor 300
- Music (upon request, subject to availability)
 - Soloist 150
 - Church Organist/Pianist Wedding 200
 - Church Organist/Pianist Rehearsal 150
 - Church Organist/Pianist extra rehearsals 150/hour
- Musical instrument rental — outside musicians 150 each
- Wedding coordinator/building Host—**required for rehearsal & wedding.** 200
- Sound technician for Wedding Only 100
- Slideshow/video technician 100
- Custodian
 - Wedding—Sanctuary Only 100
 - Wedding—Sanctuary and Fellowship Hall 200
 - Wedding—Sanctuary, Fellowship Hall with Dinner 300

Simple Wedding — sanctuary only, no music, no rehearsal

- Use of the sanctuary (capacity 320 people) \$ 200
- Pastor 300
- Custodian—25 guests or less, Monday to Thursday 75
- Custodian—Friday, Saturday, Sunday, or 26 + guests 100
- Building host (to open and lock building & troubleshoot) 100
- No Sound Technician or Wedding Consultant

An extra fee may be added if snow removal is required for a winter wedding and rehearsal.

Funeral & Memorial Services

For Weddings and Funerals: Please make checks out to individuals for services performed. Custodian, Pastor, Musician, Sound and/or Video/slideshow technician — see UMW representative for donations for coordinating refreshments.

Visitation and service: Fees include use of the Sanctuary and Fellowship Hall, plus other rooms as necessary based on number of attendees. All fees are due prior to the service.

- Minister (Family's discretion) Typically, \$ 200
- Organist/pianist 150
- Soloist 150
- Video/slideshow technician 100
- Sound Technician 100
- Custodian: B & J Maintenance, LLC
 - 1-100 people 100
 - 101 + People 200

Luncheon Donations: In addition to reimbursement for the food, you may consider making a donation to the WBLUMC United Women of Faith, corresponding with the number served at the luncheon, per below. See WBLUMC Luncheon form for more information on menu choices and delivery charges.

- Donation for under 100 people \$75 Donation for 100 or more people \$150

Rental agreement

Make checks for building use and equipment to White Bear Lake United Methodist Church. A non-refundable deposit of one half the building/equipment rental fee is due upon signing of contract below, with the balance due the day of the event.

The agreed upon building rental fee for the space is \$_____.

Please make check payable to White Bear Lake United Methodist Church.

Extra Fees:	Pastor: _____	\$ _____
	Custodian: B & J Maintenance, LLC	\$ _____
	Building Monitor: _____	\$ _____
	Wedding Coordinator: _____	\$ _____
	Soloist: _____	\$ _____
	Organist/Pianist: _____	\$ _____
	Sound Technician: _____	\$ _____
	Audio/Visual: _____	\$ _____
	Luncheon Fee: <u>United Women of Faith</u>	\$ _____

Total Due: _____

Down Payment: _____

Due Date for Remainder: _____

Note: There is no food or drink allowed in the Sanctuary.

I have read and acknowledged the Building and Ground Use Policy and agree to comply. I understand those terms and conditions are part of this rental agreement with White Bear Lake United Methodist Church. I agree to pay all the fees as listed.

Renter Signature:

WBLUMC Signature:

Title:

Date:

Title:

Date:

Description of event, including rooms requested and set-up requirements:

Contact Person: _____

Address: _____

Telephone: _____ Email address: _____

Date of Event: _____ Projected Number of People: _____

Time of Event: _____ Set Up Time: _____ Tear Down Time: _____

Trustee Approved 3-2022 Office/event requests/2022-2023 facility use charges.