



## YORK UNITED METHODIST CHURCH

WELCOMING, CARING, GROWING AND SERVING

office@yorkumc.org

6566 Norwalk Road Medina, Ohio 44256 Phone: 330-725-8147

Pastor Dave McGrath www.yorkumc.org

Thank you for considering York United Methodist Church as the place to hold your event. Please read these guidelines for the use of our facility. Attached is the building usage form that needs to be submitted to the church office.

- If the hall is rented by a church member, the church member must be at the event the entire time. They are responsible for any questions that arise.
- Use of the York Community Hall or the Fellowship Hall requires a fee of \$100.00 for members and \$300.00 for non-members, (Rental fee can be waived for nonprofit events.)
- **A refundable deposit Fee of \$150.00 is required for anyone renting the building; nonprofit must put down the deposit as well.**
- The deposit will be refunded if no damage is done to the facility and no mess is left for us to clean up.
- Non-members who wish to set up the night before an event will incur a flat \$25 set up fee for a three-hour period and must have a building monitor on site (at the rate of \$10 per hour)
- **The deposit & fee are due at the time of booking; event must be canceled 14 days before the event to be refunded.**
- Please make two checks out to York UMC. One for deposit and one for the fee. These checks will be deposited IMMEDIATELY and must clear the bank prior to your event. The deposit will be refunded via check upon completion of the event.
- There will also be a building monitor on sight for non –members and nonprofit events at a charge of \$10.00 per hour. This keeps us in compliance with our child protection policy.
- Cash must be given the day of the event to the building monitor.
- The building monitor will open and close the church. They are not there to set up or clean up. Please set up and clean up within the hours you have requested.
- **The building rental cannot be further than 3 months in advance.** Weddings may be booked up to one year in advance. Annual events may also be booked one year in advance.
- The room needs to be set up per instructions from the office.
- Refrigerators and freezers must be emptied completely.
- NO ALCOHOL on church property
- NO SMOKING on church property

Complete the form, sign and date it, then return to the Church office with the required Rental Fee and Deposit. Once the office has received your signed form, they will contact you for confirmation of date and time. If there should be any changes to your request, please notify the Church office at least two (2) days prior to your event.

Should you have any questions/concerns, please feel free to contact the Church office at the number listed above. Once again, thank you for choosing York United Methodist Church.

Sincerely,

Michelle Hitchcock  
Office Administrator