

**RULES FOR FACILITY USAGE**  
**THIS IS A NON-SMOKING FACILITY**

(\$200.00 suggested donation for non-member functions)  
(\$1.00 per non-member participant suggested donation for other uses)  
(\$100.00 deposit required unless reduced or waived by the Trustees)

- No Alcohol or illegal substances are allowed on church property.
- China and paper items in the kitchen are **not to be used**. Other kitchen equipment is available for usage **BUT**, you must be trained and have a signed training sheet to use the stove, etc. All other items must be cleaned and put back in place.
- Pews, organ, piano in the Sanctuary **ARE NOT TO BE MOVED**.
- Climate control must be discussed with a trustee.
- When using the picnic shelter, only the downstairs bathrooms will be available.

**Please note:** Anything that is allowed to be moved for the event is to be returned to its original position. You are responsible for cleaning all areas used. You are responsible for removing all garbage, equipment, props, etc. used for your event. No drip candles must be used. Facility is to be cleared by 8:00 AM the day following event. You are also responsible for locking facility and making sure lights, stove, etc. are turned off. Only ONE key will be released for an event. ANY person using the key will need to read and sign this form.

**Payment Procedure:** Payment and deposit are to be made when reserving facility. In the event of a cancellation usage fee will be returned. Deposit fee will be returned if cancellation is done 7 days prior to event. Please make deposit and usage fee separate payments. We will accept cashier's check, money order or cash. We must have a local name, address and contact number. Your deposit will be returned to you when the key is returned and the facility is checked by the Pastor and a representative of the Trustees or Administrative Council as long as they judge that the expected straightening and cleaning as stated above has been done and there is no damage to the church property. If additional cleaning or repairs are required you will receive a copy of the bills incurred and the balance of the deposit back.

Date(s) of event \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_ Time \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Purpose \_\_\_\_\_

If the event is a wedding, the Westview United Methodist Minister can be reached at: 615-799-0250.

I have read and understand the above rules

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by:

\_\_\_\_\_

Trustee

\_\_\_\_\_

Trustee

Office use only

\_\_\_\_ Put on Calendar please initial

\_\_\_\_\_ Pastor

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## Westview UMC Wedding Guidelines

*The members of the Westview United Methodist Church celebrate your wedding with you. In order to provide our facility to you, we ask your cooperation in the manner our facility is used. The following guidelines apply to the wedding service and the use of the facility.*

- The bride and groom shall participate in pre-marital counseling. This is to be coordinated with the Pastor. The Pastor can perform this service or must approve of alternate counseling services.
- Suggestion from the bride and groom are welcome and encouraged, however, the Pastor has final authority as to the order of worship.
- No sanctuary fixtures (alter table, pulpit, piano, baptismal font) are to be moved before, during or after the service.
- All candles must be drip-proof. We ask that arrangements for the set-up and removal of all florist and caterer equipment/products be arranged with the Pastor at least one week prior to the wedding.
- In recognition that a wedding service is foremost a service of worship, there are to be no flash pictures whatsoever during the service. Also, video equipment must be stationary and discreetly placed to avoid distraction.
- The bride and groom and/or their families are responsible for contracting and hiring all musicians for the wedding. The Pastor must be informed concerning the number of musicians and types of instruments, musical selections, etc.