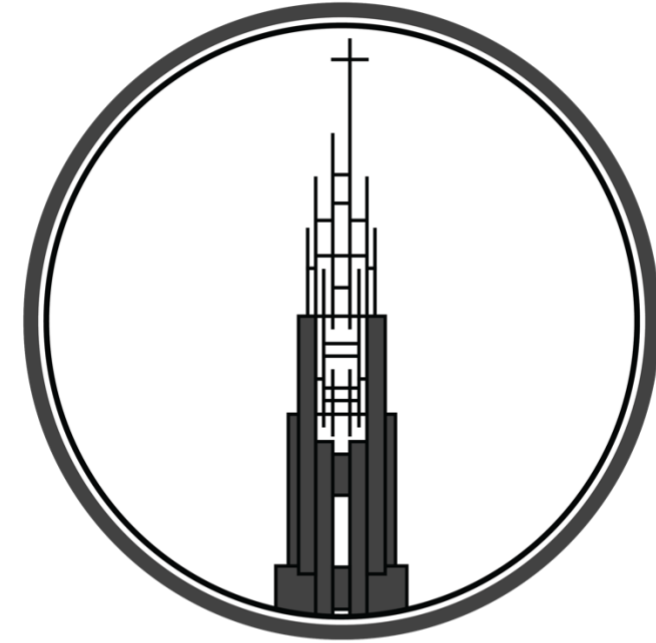


The Board of Trustees

In The United Methodist Church, the local Board of Trustees “shall have the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith...”

-- The Book of Discipline of The United Methodist Church 2012



CLEMSON
UNITED METHODIST CHURCH

Facility Usage Policies

300 Frontage Road

Clemson SC 29631

Phone: (864) 654-5547

Website: www.clemsonumc.org

Introduction

Thank you for your interest in using the facilities of Clemson United Methodist Church. Our congregation is fortunate to be entrusted with a beautiful campus, and we are delighted to provide space and resources for events as appropriate to our mission as a congregation seeking to “make disciples of Jesus Christ for the transformation of the world.”

The fees established by our Board of Trustees have been calculated to provide reasonable costs for the use of our facilities depending upon the nature of the event. When we partner with organizations and groups using our campus in ways that assist us in our congregational mission, we work with the requesting party to minimize and even eliminate costs as appropriate. If you are requesting to use the facility from one of our partner agencies, please contact our Church Administrator to request information regarding fee exemptions (anne@clemsonumc.org).

The Christian Life Center (CLC), occupied in 2015, has become a popular venue. When it is not scheduled for church program ministries and activities, we are happy to consider requests for use.

Our fee schedule includes the following components:

- **Custodial Fee** – Because our facilities are used by multiple groups and often for events that are tightly scheduled, it is important for the church to have adequate custodial support.
- **Utilities Fee** – These fees are calculated by the Board of Trustees as estimates of actual costs to the church for use of the facilities. The largest expenses are related to utilities and equipment. Utility fees provide fair estimates of the cost to the church for hosting your event.
- **Rental Fee** – These fees are charged to non-members and to outside groups not connected to CUMC mission.

Current Fee Schedule

Custodial Fee (members and non-members)

Includes set up, tear down, cleaning, and set up for next church function. This will be an hourly fee with the amount of time required to be determined by the Church Administrator or Operations Manager. Custodial fee is \$40 per hour.

Utilities Fee (members and non-members)

Fees related to actual charges to the church: \$25 per hour for smaller spaces like CLC 402 and Worship Center 308, and \$40 per hour for large spaces like the CLC Gym/Fellowship Hall and the Worship Center Sanctuary.

Rental Fee (non-members and outside groups not connected to CUMC mission)

These fees are in addition to those described above and are \$25 per hour for smaller spaces like CLC 402 and Worship Center 308, and \$40 per hour for large spaces like the CLC Gym/Fellowship Hall and the Worship Center Sanctuary.

Other Fees (members and non-members)

If your event requires audio/visual equipment, a technology assistant will be needed and the charge will be \$20 per hour for this service.

Example

I am scheduling an event in the Christian Life Center Gym/Fellowship Hall for three hours. My fees would be as follows:

- Custodial fee of \$40 for one hour (if adequate)
- Utility fee of \$120 for three hours
- Rental fee of \$120 for three hours if not a member of CUMC

Total for member: \$160

Total for non-member: \$280

Booking

It's important to book your event as early as possible. You may do so by calling the church office at (864) 654-5547 and speaking to Anne Eldridge, Church Administrator. You may also email Anne at anne@clemsonumc.org.

Please note that custodial, utilities and rental fees need to be paid at least one week prior to the event. Make checks payable to Clemson United Methodist Church. Our mailing address is PO Box 590, Clemson SC 29633.