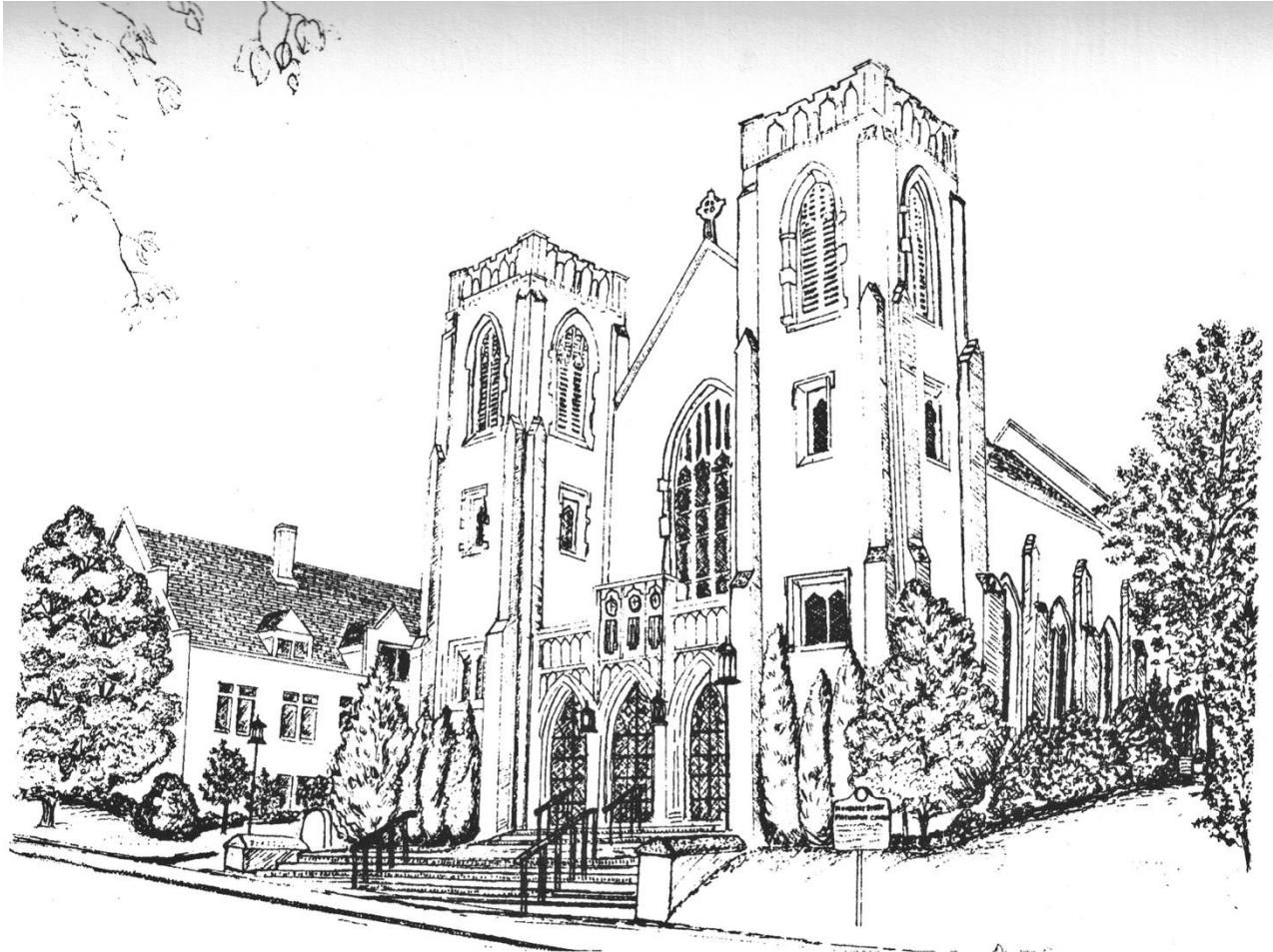


GUIDELINES FOR FACILITY USE

(NON-WEDDINGS)

(Revised 5.20.26)



Mulberry Street United Methodist Church

719 Mulberry Street

P.O. Box 149

Macon, Georgia 31202

(478) 745-8601

www.MulberryMethodist.org

"Sharing the heart of God from the heart of downtown Macon"

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The Church Hospitality Director

Mulberry Street United Methodist Church (MSUMC) is blessed to have some of the most beautiful and functional event spaces in downtown Macon, and we are pleased you are considering the church. Our Hospitality Director is:

Mrs. Charlotte Kennington 478-745-8601 (office) ckennington@mulberrymethodist.org

We welcome the opportunity to take you on a tour to see if our church might be a good fit for your needs.

Rooms Available for Use at MSUMC

Sanctuary – a beautiful Gothic Revival Style sanctuary with seating for up to 600. The room has inspiring stained-glass windows, stone floors with a beautiful carpet runner down the center aisle, a narthex entry area at the back of the sanctuary, a large chancel/altar area, two pulpits, a sound system, a grand piano, and a large pipe organ. The sanctuary is a special place for our church. As such, we request that it be used for activities that fit the sanctity of the space, e.g., worship services, weddings, memorial services, sacred/classic music concerts, etc.

Fellowship Hall – a large space with a seating capacity of approximately 175 to 180 people. The Fellowship Hall will accommodate more people if chairs are arranged in an auditorium seating style (without tables) or if guests will be standing. This space is well-suited for hosting receptions, meals, meetings, and making audio-visual presentations. The hall has a microphone system, screen, and projector that are available for use.

Parlor – an elegant, recently renovated space for smaller gatherings or receptions. Permanent furnishings include two sofas, occasional chairs, a dining table seating approximately 10 people, and several console tables. The Parlor is arranged so that the sofas and club chairs are in the center of the room. Additional chairs may be placed around the sofa setting. When guests are not required to be seated, the Parlor will host up to 90 people. For events where seating is required, the Parlor can host up to 50. Light refreshments may be served in the Parlor.

Conference Room – an ideal space for business/group meetings for up to 16 people. This room includes a large boardroom-style table, built-in serving counter, coffee maker, small microwave, and small sink for serving light food and beverages.

Chapel – a beautiful space designed to host small worship services, weddings, memorial services, etc. Seating capacity in the chapel is approximately 70, and it has an upright piano and electronic organ available for use. Though the chapel does not have a microphone system, the space is small enough such that it is not necessary. The entrance to the chapel is located on the First Street side of the building.

Sunday School Rooms – A variety of Sunday School rooms are available on the second and third floors of our building and serve well for informal meetings and activities. Elevators to these floors are available for use. A variety of seating options, with or without tables, are available.

Kitchen – Adjacent to the Fellowship Hall is the church's main kitchen. We are only able to offer the use of the kitchen space for food assembly and serving. As such, all food/meals must be pre-prepared off-site and brought to the church ready for serving.

Facility Fees

The following facility fees apply when the event is hosted (or coordinated) by a non-church member. *If the event is hosted or coordinated by a church member, we welcome a donation of the church member's choosing for the use of the facility.*

- **Sanctuary** \$600/day
- **Chapel** \$200/day
- **Fellowship Hall** \$500/day
- **Parlor** \$300/day
- **Conference Room** \$100/day
- **Sunday School Room** \$50/day

Checks for the use of the building should be made payable to "MSUMC" and should be given to the Hospitality Director or Church Administrator no later than the day of the event.

Additional Fees (for non-members and members)

Audio-Video Technician – If your event requires the presence of an audio-visual technician to run sound or set up for a multi-media presentation, a fee of \$40/hour will apply. The check should be made payable directly to the audio-visual technician. The Church Hospitality Director can give you the name of the payee and the amount.

Security – If your event occurs outside of regular church office hours or on a weekend, the presence of a security officer is required. The cost of this service is \$40/hour, and the check should be made payable directly to the security officer. The Church Hospitality Director can give you the name of the payee and the amount.

Custodian – If your event occurs outside of regular church office hours or on a weekend, the presence of a custodian (or other staff member) is required. The cost of this service is \$25/hour, and the check should be made payable directly to the staff member. The Church Hospitality Director can give you the name of the payee and the amount.

Reserving Your Event Date

All events are scheduled on a first-come, first-served basis. The Church may decline an application if church personnel are not available for the day/time of the event or if the event is not compatible with the church's mission.

To schedule an event, please contact the Church Hospitality Director (*see contact information on page 3*). Following your conversation with the Director, please complete the Facility Use Application Form and the Usage/Hold Harmless Agreement, which are available online and in the church office. The application may be emailed or mailed to the Hospitality Director:

Charlotte Kennington, Hospitality Director
Mulberry Street UMC
PO Box 149
Macon GA 31202

CKennington@mulberrymethodist.org

If you prefer to deliver the completed application in person, you may bring it to the church office. The main entrance to the church office is found at the rear of the building.

The church staff will review the application, and if approved, the date will be reserved on the official church calendar. The Church Hospitality Director will notify you of the confirmed date.

Stipulations Regarding Application Form/Damage/Loss/Hold Harmless/Certificate of Insurance

All parties wishing to utilize/rent church facilities or property must submit a Facility Use Application form describing the planned event. Additionally, by submitting a Facility Use Application form, the applicant/organization consents to the following stipulations related to the use of church facilities/property:

- A. The applicant/organization agrees to keep the church facilities/property free of hazards.
- B. The applicant/organization agrees to pay for any damage or loss to church facilities/property caused by attendees or activities of the planned event.
- C. The applicant/organization agrees to reimburse the church for any expenses arising from loss of use of church facilities/property caused by attendees or activities of the planned event.
- D. The applicant/organization will sign and submit the church's Hold Harmless Agreement to accompany the Facility Use Application.
- E. Organizations will provide a certificate of insurance naming the church as an additional insured on the organization's insurance policy:

The Mulberry Street Methodist Church, Inc.
aka Mulberry Street United Methodist Church
719 Mulberry Street
Macon GA 31201

Miscellaneous Stipulations

1. **Reverence of Church Space** – Our church is principally a place of worship and service. Event attendees must be respectful of our buildings and grounds. The use of alcoholic beverages at church is prohibited. Smoking outside the building is permitted in areas that will not disturb other guests.
2. **Childcare** – The church does not offer childcare for events. Under no circumstances will any room within the church be allowed for impromptu babysitting purposes by family or guests, as this is in direct violation of the Safe Sanctuary policy of the United Methodist Church.
3. **Adult Leadership** – An adult 21 years of age or older will be present during all hours of the event. As required by the Safe Sanctuary policy of the United Methodist Church, all youth and children must be supervised by at least two (2) non-related adults in every location where children or youth are present. Children are not permitted to roam freely on church property.
4. **Loss/Damage** – As detailed in the Hold Harmless Agreement, the applicant/organization assumes all liability for and injuries to persons attending the event and for damage to or loss of user's property and that of attendees. The Church does not accept responsibility for items lost or damaged during the use of the facilities/property.
5. **Furniture/Equipment** – Church furniture or equipment cannot be moved, except under the supervision of church personnel to prevent damage.
6. **Cleaning of Space** – All spaces must be left clean, and all items (including trash) associated with the planned event must be removed immediately following the event.
7. **Food** – Food/drink is allowed in the Fellowship Hall, Parlor, Conference Room, and Sunday School rooms. Other than Communion, no food or drink is allowed in the sanctuary or chapel.
8. **Organ Use** – If the sanctuary organ is to be played by anyone other than the MSUMC Organist, the guest organist should contact Mr. Daniel McIntosh (817-888-4390) and make herself/himself available to review the console and its usage.