

Facility Use Guide



broomfield
united methodist church

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FORM 1020.05 BUILDING USE GUIDE
EFFECTIVE DATE: 1 JANUARY 2012

Church Contacts

Thank you for booking your event at our church. This booklet is designed to help you in planning your activities here at Broomfield United Methodist Church. Please read it carefully.

Executive Ministries Assistant
Jordan Demmel
720-880-5216

Ministries Assistant
Aaron Moore
720-880-5226

UMW Membership Nurture and Outreach Coordinator
Nila Brummund
303-466-8344

Usage of Facility

All usage of the building is granted in accordance with the Board of Trustees Building Use Policy. This policy is available upon request.

All confirmed reservations are subject to cancellation or change of space, date or time if a church event such as a funeral, memorial service, special worship service, etc. needs to be scheduled. If fees are involved, such fees may be adjusted or refunded accordingly to a credit for future use provided.

Spaces Available

BUMC offers many types of spaces for your event. Below are brief descriptions of the available spaces.

Classrooms—These facilities can hold up to 25 people and offer a private setting for meetings, training sessions or gatherings.

Fellowship Hall—This area can hold up to 80 people. The Fellowship Hall also has an attached kitchen.

Family Life Center—This is a large facility that can offer accommodations from large receptions, parties, theatrical events or recitals, and even sporting activities. This facility can hold up to 650 persons and also has an attached kitchen.

Chapel—A more traditional worship area for weddings and recitals up to 250 people.

Sanctuary—A more contemporary worship area for weddings and recitals up to 450 people.

Usage Guidelines

- Proper church decorum is to be observed at all times.
- Absolutely no alcoholic beverages may be served, consumed, or be present in the building or on the church property—no exceptions.
- Smoking is permitted outside the building with proper disposal in the provided receptacles.

Receptions & Parties

Facility space is available for receptions and parties. In addition to space, the United Methodist Women (UMW) is available to provide reception services for all types of receptions and parties. Please contact the UMW for more information and pricing. Wedding receptions are covered in the Wedding Guide. Please see this guide for information and details on wedding receptions.

Funerals

There is no charge to BUMC members for the use of the church for a funeral or memorial service. We offer this service as our way of honoring and celebrating the life of our members. Please notify the pastor or church office immediately to begin your service arrangements. .

The United Methodist Women (UMW) provides a reception service for funerals and memorial services as a gift from their hearts. There is no charge for a standard reception. These services are optional and are subject to the availability of the UMW. The UMW will be in contact with the family to offer these services and discuss options.

Catering

Approved outside catering is allowed at BUMC. BUMC reserves the right to deny use of outside catering companies based on appropriateness of product, compliance with Building Use Policy or past experience with the organization. All outside catering must be approved by the Business Administrator.

Kitchen Supervisor

A Kitchen Supervisor is required for all receptions/parties, etc. held in the Family Life Center requiring full use of the kitchen. No use of the kitchen equipment (excluding sink, counters, and refrigerator) is allowed without the Kitchen Supervisor present.

The Kitchen Supervisor role is the following:

- Provides knowledge of operation and safe use of all equipment in the kitchen.
- Provides information regarding location and storage of equipment.
- Supervises correct use of equipment.
- Ensures group is respectful of the church, the equipment and leaves the kitchen clean and tidy.
- Assures food and/or beverages are not left in kitchen or refrigerator.
- Does not act in a serving, preparation or manual labor role for any reason. This role is supervisory and should not be assumed to serve or accommodate your guests in any way.

Fees for the Use of the Church

The fees related to having your event at the church are shown on the Building Scheduling Form. Fee schedules are based on membership status with BUMC.

Event Fees: The fees for the event are for facility use only and they include the reserved location only. No additional facilities or services should be assumed included unless specifically noted on your Building Scheduling Form.

Reception/Party Fees: The fees for the reception are for the use of the facility only and they include the reserved location only. No additional facilities or services should be assumed included unless specifically noted on your Building Scheduling Form. Assistance in the planning and serving of your reception or party is available through the UMW. This is not included in the fees for the use of the church.

Funeral Fees: There is no charge to BUMC members for the use of the church for a funeral or memorial service. The UMW is available to provide reception services for funerals. The UMW will contact the family to discuss the reception options available.

Deposits: A minimum deposit of \$100 or 25%, whichever is greater, is required to put your event on the calendar. No reservation of space or service is done prior to receipt of the deposit. If your fee total is less than \$100, the entire amount will be required to secure the date.

All fees must be paid in full one week prior to the date of the event. Checks are to be made to BUMC.

Reception/Party Information and Fees

The Broomfield United Methodist Women are available to coordinate receptions or parties held at the church. The UMW requires immediate notification of your event to reserve it on their calendar. Please notify UMW within one week of booking the BUMC facility of your intentions regarding their services.

The Reception/Party Coordinator is:
Colleen Thaxton 303-465-4609.

Charges will be made according to the following schedule:

Minimum Charge	_____
50 - 100 guests	_____
101-150 guests	_____
151-200 guests	_____
Total cost for reception	_____

Charges are based on the services/food provided as well as the number of guest in attendance.

Caterers can be used, but an additional charge from BUMC may apply if the kitchen is to be utilized in any way by the caterer or catering staff. Absolutely NO alcoholic beverages or red punch may be served.

All fees must be paid in full before the date of the event.

Checks for reception services are made to the Broomfield United Methodist Women.