



**broomfield**  
united methodist church

# Facility Use Information

This document contains all pages related to the use of Broomfield United Methodist Church as of April 2023. Please click the links below to access your information.

[Building Use Agreement Form](#)

[Building Use Guide](#)

[Facility Fee Schedule](#)

[2023 Wedding Guide](#)

[Family Life Center Map](#)

[Property Map](#)

For More Information Please Contact:

Sandy Christopher | Operations Assistant

[sandy.christopher@broomfieldumc.org](mailto:sandy.christopher@broomfieldumc.org) | 720-880-5222

[www.BroomfieldUMC.org](http://www.BroomfieldUMC.org)



## Building Use Agreement

**An additional fee will be charged if a sound technician or custodian is required for your event. Partner fees may be waived depending on type of event.**

- I. All persons using church facilities are required to abide by the following rules and regulations:
  - A. One contact person is responsible for the group meeting whose name and contact information is to be given on the request form.
  - B. Applicable rental fee must be paid in full by the due date indicated on the invoice or the facilities use will be canceled.
  - C. User group is to restrict their activity, as nearly as possible, to the room or area assigned.
  - D. NO smoking, tobacco or use of alcoholic beverages is permitted in the facilities or on church property (including parking lots) at any time.
  - E. Parents and/or sponsors must be present to supervise all youth activities.
  - F. Children must remain with parent/guardian at all times. No unsupervised access to the building and or playground is permitted.
  - G. Clean your assigned room prior to your departure; remove all trash to the outside dumpster and turn off the lights.
  - H. Remove all unused food and beverage items.
  - I. Place chairs, tables and other furniture in their original arrangement.
  - J. User is to provide own table service: i.e. plates, silver, cups, glasses, napkins, etc. and these items must be removed upon the event concluding.
  - K. User must not attach anything to the walls – consult with staff or custodians.
  - L. User, individual or group is responsible for any damage to church property. Including cost of repair or replacement of broken or damaged items.
  - M. Pianos are **NOT** to be moved from their present locations. Special request is required prior to use.
  - N. No rice is allowed before or after any ceremony on the church premises.

Signature of Requestor:

Date:

Print Name:

Group or Event Name:

Building Use Date(s):

[BUG TOC](#)

# Building Use Guide



545 West 10th Avenue  
Broomfield, CO 80020  
303-466-1719  
[www.BroomfieldUMC.org](http://www.BroomfieldUMC.org)

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## Church Contacts

Thank you for considering Broomfield United Methodist Church to host your event. This booklet is designed to help you in planning your activities here at Broomfield UMC. Please read it carefully and contact us with any questions.

### Operations Assistant

Sandy Christopher

720-880-5222

sandy.christopher@broomfieldumc.org

### Facilities Manager

Bob Ramirez

720-880-5218

bob.ramirez@broomfieldumc.org

### Communications Coordinator

Aimee David

720-880-5203

aimee.david@broomfieldumc.org

## 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

Broomfield UMC 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 180 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 or tobacco of any kind is not permitted on church property, including the parking lot.

## **Receptions & Parties**

Facility space is available for receptions and parties. In addition to space, the United Women in Faith (UWF) is available to provide reception services for all types of receptions and parties. Please contact UWF 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 Broomfield UMC partners 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 partners. Please notify the pastor or church office immediately to begin your service arrangements.

The United Women in Faith (UWF) 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 UWF. UWF will be in contact with the family to offer these services and discuss options.

## **Catering**

Approved outside catering is allowed at Broomfield UMC. Broomfield UMC 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 Director of Operations.

## 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 partnership status Broomfield UMC.

**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 UWF. This is not included in the fees for the use of the church.

**Funeral Fees:** There is no charge to Broomfield UMC partners for the use of the church for a funeral or memorial service. UWF is available to provide reception services for funerals. UWF will contact the family to discuss the reception options available.



## Fee Schedule - January 2023 – May 2024

Trustees feel that church facilities should be available for use by the community provided that the property is protected and properly used.

Due to cost of lighting, heat, custodial care, wear and tear on the building, a fee structure has been established for the use of church facilities. Two designation of church users are provided:

- A. Partner: Any partner or active constituent of the church
- B. Non-partner: All other organizations and non-related organizations and individuals.

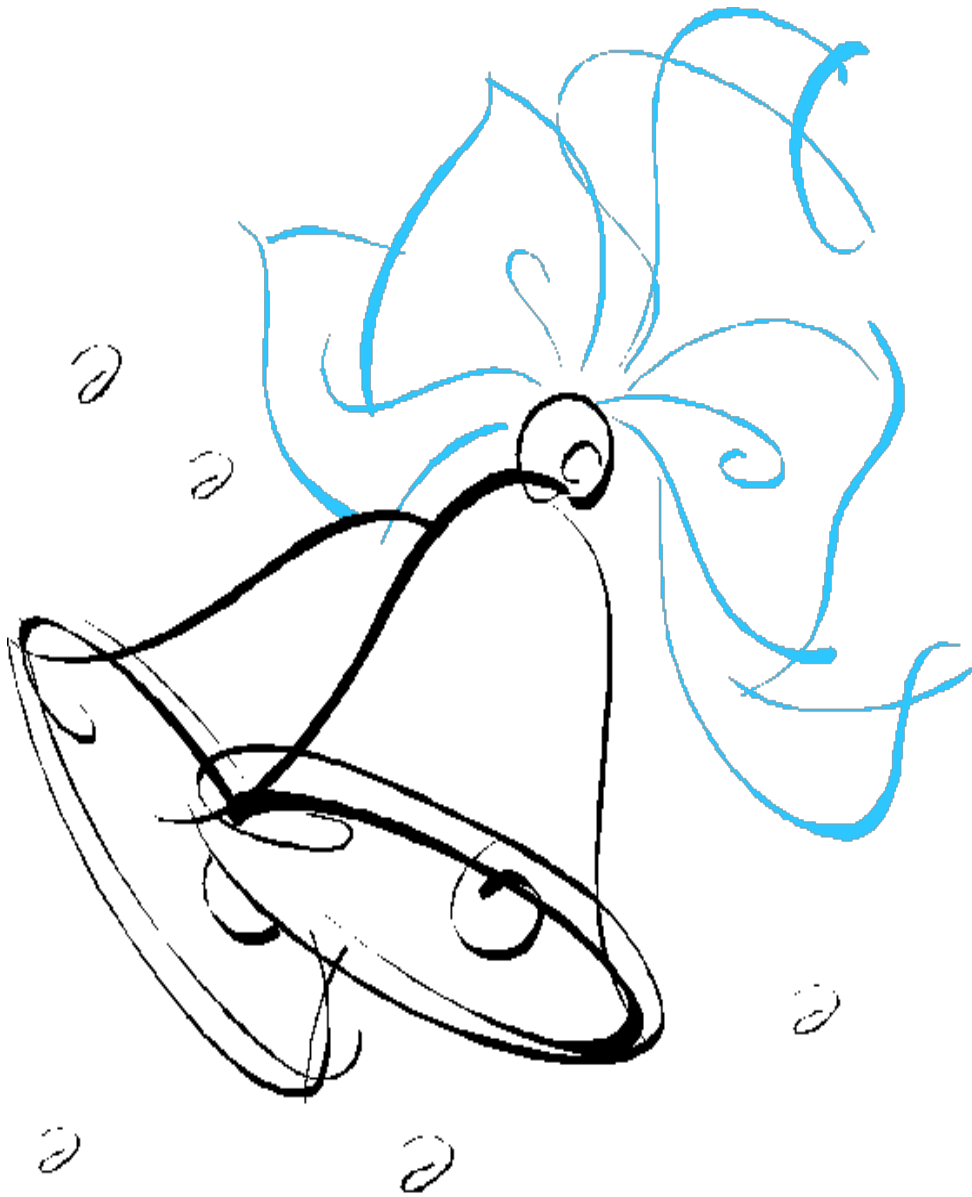
	<b>Partners</b>	<b>Non-Partners</b>
Fellowship Hall (up to two hours)	\$100	\$200
+ Fellowship Hall Kitchen (up to two hours)	\$50	\$100
Fellowship Hall (two to five hours)	\$200	\$300
+ Fellowship Hall Kitchen (two to five hours)	\$100	\$200
Individual Classrooms	\$25	\$40
Chapel (up to two hours)	\$100	\$150
Chapel (two to five hours)	\$220	\$320
* Chapel fees do not include weddings.		
Please see our Wedding Guide for more info		
Family Life Center (up to one hour)	\$100	\$200
+ Family Life Center Custodial Fee (for <1 hour rental)	\$50	\$100
+ Family Life Center (Broomfield UMC Set up, Tear Down)	\$150	\$200
Family Life Center (up to four hours)	\$300	\$400
+ Family Life Center Custodial Fee (for <4 hour rentals)	\$100	\$150
+ Family Life Center (Broomfield UMC Set up, Tear Down)	\$150	\$200
Family Life Center (four-eight hours)	\$500	\$600
+ Family Life Center Custodial Fee (for >4 hour rentals)	\$200	\$250
+ Family Life Center (Broomfield UMC Set up, Tear Down)	\$150	\$200
Family Life Center Kitchen	\$100	\$150
+ Facility Training Required (for 1 <sup>st</sup> time use)	\$25	\$25
Use of Broomfield UMC Coffee Pots	\$15	\$30

Additional fees required for use of Technology. Ask for details

Disclaimer: BUMC management reserves the right to change, alter, or eliminate fees and/or pricing at their discretion.

To check availability, please contact:  
 Sandy Christopher, Operations Assistant  
 720-880-5222  
[sandy.christopher@broomfieldumc.org](mailto:sandy.christopher@broomfieldumc.org)

# 2023 Wedding Guide



545 W. 10th Ave. • Broomfield, CO 80020 • 303-466-1719  
[www.BroomfieldUMC.org](http://www.BroomfieldUMC.org)

# Wedding Guide

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# Congratulations!

Broomfield United Methodist Church shares your joy at this special time in your life. This booklet is designed to help you in planning your wedding here at the church.

Your wedding is a representation of one of the happiest and holiest moments within your life. It is a signification of the covenant made between the bride and groom and God. We pray that as you enter this covenant, you will keep God at the center of everything you do and continue your commitment to Christ and His church by faithful and active participation after you are married. This signifies your willingness to live a Christian life and to be a part of the faith community.

We invite couples that are not currently partners of Broomfield United Methodist Church to worship with us as often as possible and to consider making Broomfield UMC your church home.

Please note: Our Broomfield UMC Pastors are available to officiate weddings for Broomfield UMC Partners and Non-Partners alike. If you'd like to bring an outside officiant, a meeting with our Lead Pastor will be required before approval is granted.

## Contacts

Main Church Office

303-466-1719

To get more information on costs and inclusions for our Weddings, or to check availability and schedule of facility tours please contact:

Sandy Christopher, Operations Assistant

sandy.christopher@broomfieldumc.org

720-880-5222

A dedicated Wedding Coordinator, who is *not* a member of your Wedding Party is required to host a Ceremony or Reception at our Church.

If you do not have a Wedding Coordinator available to you, Broomfield United Methodist Church will happily put you in touch with Christine Rector, our recommended Wedding Coordinator. Her fees are not included in our Church fees and are to be paid separate from your Wedding Agreement.

## Ministry Staff

Don Bird, Lead Pastor

Thomas Cross, Pastor of Discipleship

# Broomfield UMC Weddings - Facilities Information

Your wedding party will make necessary arrangements and be financially responsible for the following:

- **Floral Arrangements:** You may provide whatever floral decorations you desire. However, no tape, glue or gum is to be attached to the pews. Your florist will assist you in making your selections. Bows are often used on the pews; we have some pew bow hangers available for your use.
- **Candelabra:** The church has two seven-light floor standing candelabras that you may use. Please note: regular tapered candles are too narrow to properly fit in the candelabra cups. Please contact the church for the correct size.
- **Unity Candle:** Must be provided by the wedding party.
- **Photographer:** You may invite a photographer to record your wedding day on film. Non-professional picture taking is also permitted. It is up to the pastor and wedding party to decide if flash pictures will be permitted during the ceremony.  
Any photographer should work in an unobtrusive manner and respect the dignity of the space at all times. Photographer fees are the responsibility of the wedding party.
- **Video:** It is permissible to use a video camera during the ceremony.
- **Music:** The music for a wedding should glorify God and reflect the deep significance of the service and should be appropriate for a worship service. You may choose to have live or recorded music during your ceremony.

## Broomfield UMC Facilities Information (cont.)

- **Organist/Pianist:** At your request, the onsite wedding coordinator will contact an organist/pianist to check their availability and to make a determination regarding music. If someone other than the church organist is desired, they must be familiar and competent with our organ.
- **Soloists/Instrumentalists:** The onsite wedding coordinator will have a list of singers and instrumentalists and will contact them on your behalf if you wish. You may bring in your own soloists and instrumentalists if you prefer.
- **Sound Technician:** A Broomfield UMC sound technician **is required** for the ceremony. Please see wedding fees page for pricing. The onsite wedding coordinator will hire the Broomfield UMC sound technician for you.
- **Ceremony:** All variations of the wedding ceremony must be approved by the pastor before the start of rehearsal.

### Please note:

- No rice, bird seed, confetti, flower petals or other material can be used on church property.
- Delivery of flowers, cake or other wedding related items to the church must be coordinated with the Broomfield UMC onsite wedding coordinator.
- Proper church decorum is to be observed at all times.
- Absolutely no alcoholic beverages are allowed in the building or on the premises.
- Smoking cigarettes, pipes, cigars, e-cigs, vapor pens or recreational drugs are not permitted anywhere on the church property.



# Wedding Coordinator

Broomfield United Methodist Church is a venue rental only and does not provide staffing to assist the day of the Rehearsal, Ceremony or Reception.

An onsite Wedding Coordinator **is required** during your wedding rehearsal and the day of your ceremony.

Your selected Wedding Coordinator must **not** be in the wedding party and must be available before, during and after the ceremony to assist with any guest, contracting or facility's needs.

## Wedding Pre-Planning Services

Our Broomfield UMC Operations Assistant will help with the following:

- Book sound technician and if desired, singers, musicians, pianist and/or organist (if you chose to use our list of providers – you may also contract your own providers).
- Arrange church space.
- Schedule with one of our Pastors to officiate at the ceremony.
- Schedule wedding rehearsal (one hour).

# Duties to be Handled by Wedding Coordinator

## Day of Ceremony Services

- Assist with bridal/groom party for decoration advise, time keeping, provide direction, answer questions and act as an emergency contact.
- Meet with florists, photographer, videographer, musicians and/or caterers before the ceremony.
- Assist with any questions or needs of guests, contractors or facilities personnel.

## Reception Services

- An onsite wedding coordinator must be available during the reception if held at Broomfield UMC.
- The wedding coordinator will work with Broomfield UMC facilities, Pastors, Operations Assistant, caterers, DJs and musicians.
- Arrange for facilities clean-up after reception.

# Use of Church

The fees related to having your ceremony at the church are shown on the Wedding Fees pages (pgs. 11 & 12). Fees are based on partnership status with Broomfield UMC.

**Wedding Fees:** The fees for the wedding only include time for a 1 -hour wedding rehearsal as well as a 4 - hour block of time for the ceremony (these 4 - hours must include all decoration and clean up time). This includes the reserved worship area and two rooms for wedding party preparation. No additional facilities or services should be assumed included unless specifically noted.

**Reception Fees:** The fees for the reception are for the reception only and include the reserved location only. No additional facilities or services should be assumed included unless specifically noted.

**Facilities:** Please see Facility Use Agreement page for details (pg. 10).

All fees must be paid in full one month before the date of the wedding rehearsal. Checks can be made out to *Broomfield United Methodist Church*.

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

# Facility Use Agreement

All persons using church facilities are required to abide by the following rules and regulations:

- Applicable rental fees must be paid in full by the due date indicated on the invoice or the facilities reservation will be cancelled.
- Group is to restrict their activity to the room or area assigned.
- NO smoking or use of alcoholic beverages is permitted at the facilities at any time.
- Children must remain with parent/guardian at all times. No unsupervised access to the building and or playground is permitted.
- Remove personal belongings and clean your assigned room(s) prior to your departure.
- Remove all unused food and beverage items.
- User is to provide own table service: i.e. plates, silver, cups, glasses, napkins, etc. unless prior arrangements through Broomfield UMC have been made.
- User must not attach anything to the walls – consult coordinator or facilities staff.
- User, individual or group is responsible for any damage to church property. This includes cost of repair or replacement of broken or damaged items.
- Pianos are NOT to be moved from their present locations. Special requests are required prior to use.
- No rice is allowed before or after any ceremony on the church premises

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Group or Event Name: \_\_\_\_\_

# Wedding Fees

## Broomfield UMC Church

### Partner Rental Rates

- \$400 Chapel (includes use for decoration set-up/clean-up, photography and ceremony for up to four hours)
- \$100 each additional hour
- \$500 Pastor officiant fee (fees higher if pastor travels outside of church)
- \$300 Family Life Center (up to 200 people and up to four hours)
- \$500 Family Life Center (200-400 people and up to four hours)
- \$100 each additional hour
- \$150 Family Life Center Kitchen
- \$200 Fellowship Hall (80-90 people and up to four hours)
- \$100 Fellowship Hall Kitchen (up to four hours)
- \$150 Broomfield UMC sound/lighting technician ceremony (required—paid directly to technician)
- \$150 per organist/pianist, singer and/or instrumentalist (if requested through the church—you may bring in your own musicians if desired)
- \$45 per hour set-up and clean-up fee

\* Chapel holds 150 people (extra chairs can be set up in the lobby)

(May be available any time Mondays-Fridays or until 2:00pm Saturdays)

\* Family Life Center can seat 200 people (tables and chairs)

(May be available any time Mondays-Fridays or until 4:00pm Saturdays)

\* Fellowship Hall can seat 80 people (extra chairs can be added to narthex)

(May be available any time Mondays-Fridays or until 4:00pm Saturdays)

# Wedding Fees

## Broomfield UMC

### Non-Church Partner Rental Rates

- \$600 Chapel (includes use for decoration set-up/clean-up, photography and ceremony for up to four hours)
- \$100 each additional hour
- \$500 Family Life Center (up to 200 people and up to four hours)
- \$800 Family Life Center (200-400 people and up to four hours)
- \$100 each additional hour
- \$200 Family Life Center Kitchen
- \$350 Fellowship Hall (80-90 people and up to four hours)
- \$150 Fellowship Hall Kitchen (up to four hours)
- \$150 Broomfield UMC sound/lighting technician ceremony (required—paid directly to technician)
- \$150 per organist/pianist, singer and/or instrumentalist (if requested through the church—you may bring in your own musicians if desired)
- \$45 per hour set-up and clean-up fee

\* Chapel holds 150 people

(May be available any time Mondays-Fridays or until 2:00pm Saturdays)

\* Family Life Center can seat 250 people

(May be available any time Mondays-Fridays or until 4:00pm Saturdays)

\* Fellowship Hall can seat 80 people

(May be available any time Mondays-Fridays or until 4:00pm Saturdays)

# Legal Matters

## Age

The age requirements for both the bride and groom are the same: for ages 18 and older, no parental consent is required.

## Application

Both the bride and groom must complete and sign the marriage license application form. At least one of the parties must apply in person before the marriage clerk. If one of the parties cannot appear in person, he or she must complete the absentee affidavit and have it notarized before it can be accepted by the marriage clerk. Applicants for a marriage license need not be Colorado residents.

## License

The license may be issued only during normal working hours of the office of the County Clerk and Recorder, Monday through Friday. The license is valid for 30 days after it is issued and may be used anywhere within the state.

## Additional information may be obtained from:

Broomfield County Clerk and Recorder  
1 Descombes Drive  
Broomfield, CO 80020  
303-464-5819

or a County Clerk from any other county

*\*This information is provided for informational purposes only. No services on this page are provided by the church.*

# Wedding Party

## For the Bride:

Maid/Matron of Honor\_\_\_\_\_

Bridesmaids\_\_\_\_\_

\_\_\_\_\_

Accompanying Bride\_\_\_\_\_

Relationship to Bride\_\_\_\_\_

Flower Girl(s)\_\_\_\_\_

Ring Bearer\_\_\_\_\_

Candle Lighters\_\_\_\_\_

Guest Book Attendant\_\_\_\_\_

## For the Groom:

Best Man\_\_\_\_\_

Groomsmen\_\_\_\_\_

\_\_\_\_\_

Ushers\_\_\_\_\_

## Special Guests:

Bride's Parents\_\_\_\_\_

Bride's Grandparents\_\_\_\_\_

Groom's Parents\_\_\_\_\_

Groom's Grandparents\_\_\_\_\_

Other\_\_\_\_\_

Pastor\_\_\_\_\_

Musicians\_\_\_\_\_



