

**UNITED METHODIST CHURCH OF MONROE**  
**515 Cutlers Farm Road**  
**Monroe CT 06468**  
**(203) 268-8395**  
[umc@umcmonroe.org](mailto:umc@umcmonroe.org)

**Fee Schedule for Use of Church Property**

The facilities of the United Methodist Church of Monroe are available for use by responsible and appropriate groups. The following identifies the areas available, the suggestion donation for usage, and the deposit fee required (the deposit fee is required and will be returned upon favorable inspection after the event, based on adhering to the attached rules):

Room	Per Hour Up to 4 Hours	Each Additional Hour	Deposit Required Per Room
Fellowship Hall	\$65	\$50	\$250
Sanctuary	\$75	\$55	\$250
Single Room/Classroom	\$20	\$15	\$75
Kitchen	\$75 (flat)	N/A	\$100

All persons/groups using the property are required to set up and clean up. If set up and/or clean up services are required, this can be provided for an additional fee – the fee varies based on the individual event’s requirements. If you require set up and/or clean up, please contact the church and this can be discussed.

If the building usage is for a recurring event, please contact the church to discuss your requirements and the above fees will be adjusted accordingly.

The organ and/or piano are available for use upon request. Please contact the church if you have specific needs around the organ or piano.

Attached is a list of rules governing building usage. All fees are to be paid prior to the event. Building use is not granted until fees and deposit are paid and a signed building use application is returned.

Fees can be waived by the Pastor and/or the Board of Trustees at their discretion.

The UMC of Monroe reserves the right to decline any application for groups and/or events that are in conflict with the mission of the church and the United Methodist Church's Book of Discipline.

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**RULES GOVERNING BUILDING USAGE**

- All fees are to be paid prior to the event. Building use is not granted until fees and deposit are paid and a signed building use application is returned.
- **INSURANCE REQUIREMENT**: Organizations renting church facilities must be insured and must provide a Certificate of Insurance indicating that the minimum limits of liability are \$1,000,000 and must specifically state that United Methodist Church of Monroe is named as an additional insured.
- **NO SMOKING** is allowed anywhere in the building, including rest rooms. If this rule is violated, the church will keep any deposit.
- **NO ALCOHOL** is allowed on church premises.
- Leaders of groups are responsible for keeping members of their groups within their designated area.
- If the kitchen facilities are going to be used for a public serving event, the group is responsible to acquire their own temporary food permit from the Trumbull/Monroe Health District. This permit must be supplied to the church before the event day.
- Church kitchen supplies are not included in the rental.
- If use of the kitchen facilities involve youth, adult supervision is required.
- We are able to manage only small amounts of both trash and recyclables. It is understood that removal of large amounts will be the responsibility of the group.
- If a reservation needs to be canceled, a 24 hour notice must be provided to the church (unless inclement weather or extenuating circumstances). If notice is not provided, the usage fee will be kept with any deposit being returned.
- If the usage space is not returned to its original condition (tables/chairs not put away, trash left out, etc.), the deposit will be retained to offset the clean-up costs incurred by the church.
- By submitting the "Building Use Application", groups or individuals take the responsibility for any damage to the building, its contents, or church grounds your party may cause.