



Madison First United Methodist Church

AFFILIATE NON-WEDDING FACILITY USAGE FEE SCHEDULE

(Affiliates are sanctioned churches, Christian groups, and MOCO school and community groups)

Date of Last Revision: 5/22/2017

PARKING LOTS ONLY

Wesley Parking Lot Free

Asbury Parking Lot Free

(requires additional approval from and fee for Madison First Baptist Church)

EVENT SPACES

Asbury Sanctuary Free

(250 maximum capacity pews only)

Asbury Gathering Space Free

(85 maximum capacity chairs or standing)

Epworth Youth Center Free

(125 maximum capacity chairs only; 96 maximum capacity tables and chairs) (rental includes Epworth Kitchen)

Wesley Worship Center Free*

(430 maximum capacity chairs only; 280 maximum capacity tables and chairs) (rental does not include kitchen)

*Event Spaces are provided as is. If your event requires a different set-up, the following fee schedule will be applied. Unfortunately, to ensure proper care of our resources, groups are not allowed to set-up and take-down themselves.

SET-UP FEE

\$75 1/3 of Wesley – Left Wing (approx. 11 Tables)

\$125 2/3 of Wesley – Left Wing and Center Section of Wesley (approx. 22 Tables)

\$175 All of Wesley – Left Wing, Center, and Right Wing of Wesley (approx. 35 tables)

AUDIO/VISUAL

A member of the MFUMC A/V Team **must** be present at all events that require the use of **any** MFUMC A/V equipment.

A/V FEE

\$50 per hour

KITCHEN

Wesley Kitchen \$100 (cleaning fee)

- ◆ Ministry Partnership: Non-profit organizations may apply to have cleaning and set-up fees waived by making a request with scheduler. Requests will be reviewed and fees waived if program and event fit within ministry partnership guidelines.
 - ◆ To book a MFUMC facility, please submit a Facility Usage Request Form. These are available at www.madisonfumc.com or from the MFUMC Office.
 - ◆ All Facility Usage Requests Forms must be approved before events can be scheduled.
 - ◆ All bookings require a signed Facility Usage Policy to confirm your request.
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