

Westport Point United Methodist Church

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Facilities Usage Policy

Scope and definitions:

This document covers the types of organizations and fee schedule for usage of the church facilities. It also covers guidelines for parties in using the church. There will be an additional charge for the Church Music Director and Pastor (if used) regardless of whether the rental fee is reduced or waived.

The rental fee schedule is geared toward entities which use the church fewer than four times per year. If an entity wishes to use the church on a more frequent basis, then a special rate may be negotiated with the Trustees.

The Trustees of the Westport Point United Methodist Church (WPUMC) have the right to restrict usage of facilities by any party, except as provided in the United Methodist Book of Discipline.

WPUMC has developed a sliding fee schedule for use of the church building or a portion of the building. There are two classifications:

Member - Generally rent free:

- a. All WPUMC activities
- b. Activities organized by a member of WPUMC who will not reap personal financial gain from the activity, i.e. birthdays, meetings.
- c. Funeral or Weddings of members of WPUMC

Non-Member -

- a. Events for commercial or personal benefit for an organization or person.
- b. Non-church member weddings would be included in this category (see wedding guidelines).
- c. Groups/individuals whose main purpose is social, educational, cultural, recreational, or religious (not in conflict with the UMC Book of Discipline) and not business related; i.e. Garden Club, Scouts

Fee Schedule:

*Cleaning fee may be applied on each category

Area	Member	Non-Member
Sanctuary	\$0	\$500.
Howland Hall CC*	\$0	\$25. hour
Sanctuary & HHCC*	\$0	\$700.
Pastor Services	TBD by Pastor	TBD by Pastor
Music Director	\$400 Wedding/\$300 Funeral	\$400 Wedding/\$300 Funeral
Soloist	TBD by Soloist	TBD by Soloist

*HHCC - Howland Hall Community Center

The above outlines the standard rental fee. The church reserves the right, at its sole discretion, to offer a reduced rental rate or waive fees for certain events or organizations, particularly those that align closely with the Church's mission and values or are for a benevolent purpose. All such reductions must be approved in writing by the Board of Trustees and the Pastor in advance of the event.