

Facility Use Fees

Facility	Hours	Fee	Custodial Fee
Fellowship Hall	0-2	\$150	\$150
	2-4	\$250	
	4-8	\$500	
w/Kitchen		\$100 additional plus deposit	\$200*
Bishop's Room	0-2	Not available for rental.	N/A
	2-4		
Sanctuary	0-4	\$500	\$150
	4-8	\$900	\$150
Sound Sys.			\$75 per hour
Education Bldg.			
Library	0-2	\$50	See note**
	2-4	\$100	
Classrooms	0-2	\$75	**
	2-4	\$125	
2nd & 3rd Rooms each	0-2	\$50	**
	2-4	\$75	
Youth Hall	0-2	\$125	**
	2-4	\$225	Kitchen Use
	4-8	\$350	\$100 + dep.
Gym	Per hour	\$55	**
	4	\$200	
	8	\$400	

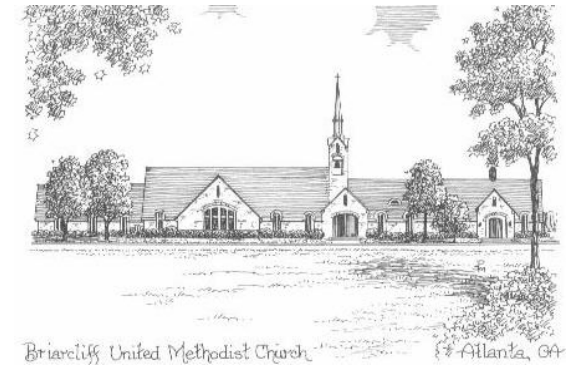
*Subject to use & evaluation.

**Normally no custodial fee. Subject to individual use & evaluation.

1. Events sponsored by BUMC and those affiliated with BUMC shall normally have no fee for use of space. Eg., Sunday School class, Boy Scouts, and approved outreach events.
2. Rates for frequent weekly/monthly organizations may be negotiated with the Trustees.
3. Weddings/Receptions/Funerals are subject to a different fee structure. See appropriate brochures.

Briarcliff United Methodist Church
 4105 Briarcliff Road NE
 Atlanta, GA
 Tel: 404-321-3854
 Fax: 404-321-1939
 Email: church@briarcliffumc.com

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Facility Use Information

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 Atlanta, GA 30345

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 www.briarcliffumc.com

Briarcliff UMC Facility Usage Policies and Guidelines

We are pleased that you have chosen Briarcliff UMC for your group's activity. The church staff and the membership hope that all your relationships here will be warm and friendly. Even if you are not a member of the church, we consider you part of our church family during the time you are here.

It is the responsibility of the person or group requesting the facility to become familiar with the guidelines set forth in this brochure and to ensure that they are observed. These policies are designed to insure your safety and the care of the property. Note that the policies cannot be waived on the day of the event, because the person coordinating the event did not consider them in the planning.

Scheduling

A reservation of ANY ROOM must be placed on the church calendar. This placement will be made through the church office. Facilities Request Forms can be found in the church office or online at www.briarcliffumc.com. Please note that if you are requesting the use of the facility on an on-going basis (i.e., weekly, bi-monthly, or monthly) that there may be a time when we cannot accommodate your group due to a Church function or a ministerial need. You will be notified of any conflict.

Facility Rules

No nails, tacks, staples or tape may be used to attach decorations to any part of the church.

During seasonal periods (Christmas, Easter, etc.) church decorations will have precedence over other decorations and may not be moved.

Choir chairs, benches and other items that are part of the church may not be removed. Computers and telephone equipment are not to be used. The telephone may be used in cases of emergency to dial 911. Thermostats are set on timers in the education building and are not to be adjusted.

Use of the kitchen facility requires a \$200 refundable deposit per event. When a reception is held in the Fellowship Hall, you and your caterer may use the kitchen and reception areas. The kitchen and all equipment must be cleaned immediately following your event. Tables and chairs must be replaced before leaving. Tables and chairs are available for use but table linens, glassware, etc. are not provided.

No alcoholic beverages may be served on church grounds. Smoking is prohibited in all church buildings and on church property. Additionally, no weapons of any kind are permitted on the premises.

Guests are permitted in reserved areas only; roaming in other areas of the facility is not permitted.

Facility Use By Members

The facility is available for use by church members. (A member is defined as a person who has joined the church 12 months prior to the event & who participates in the life of the church with his/her prayers, presence, gifts & service). Donations are encouraged to cover building costs & utilities. Use of the kitchen area must include the services of the church custodian. Refer to the included fee structure.

Sound System

The sound equipment in the Sanctuary is a highly technical system and requires trained personnel to operate. If you require the use of this equipment, a sound technician **MUST** be employed. Please note that the use of the sound equipment and a Sound Technician for your event will incur additional fees payable prior to your event. (Refer to fee schedule).

Please note: all policies and prices are subject to change after review. Questions can be directed to the Trustees Chairperson.