



Leasing Policy for Church Property

450 Metropolitan Drive • Winston-Salem, NC
336-761-1358 • 336-761-1359 • 336-723-2801 Fax

Participating members and non-members may use United Metropolitan Missionary Baptist Church (UMMBC) for the purpose of worship, weddings, wedding receptions, performances, meetings and other activities deemed appropriate for the space. It shall not be used for activities that would detract from the overall appearance, purpose or integrity of the church in any way. It shall not damage the name, reputation or property of the church because of the nature of the use. Nor shall the facility be used in any manner not in keeping with the Christian Faith. All leases shall be subject to approval by the appropriate governing body.

- Other groups may lease the building at no charge if they are sponsored by an established ministry of the church.
- All activities must be approved by the Pastor and church officials.
- No event should interfere with scheduled church activities.
- The church will not be available on the eve or day of any holiday including Easter, Christmas or New Year's Day.
- Requests for leasing must be made at least thirty (30) days in advance of the proposed activity.
- Notice of cancellation must be received seven (7) days prior to the scheduled activity.
- There shall be no fund raising, alcoholic beverages, smoking, drugs, or weapons allowed on the premises.
- Any publications or flyers for scheduled events must have prior written Church approval before distribution.
- A deposit of 50% of the total cost of leasing is due at the signing of the contract.
- The balance is due no later than 48 hours prior to the activity.
- Only persons approved by the Kitchen Supervisor will be allowed to use the kitchen.
- Groups are required to clean up trash and debris and place them in the provided trash containers.
- The applicant must sign for the space in the presence of a church official and be responsible for all equipment used for the activity. The applicant is responsible for all damages incurred during the usage of the building.
- Decorations should be free standing (i.e. not attached to walls, doors, etc.) and must be removed immediately following the ceremony.
- All candles must not drip and placed in hurricane lanterns.
- Sanctuary and Chapel pulpit/ chancel furniture and fixtures must not be moved.
- Fees are for first 2 hours. It costs an additional \$50 per hour for extra hours or portion thereof, which includes rehearsals.
- Fees are \$100 for each additional dressing room.
- Minimum time period is 2 hours.
- The facility will be opened one hour prior to the event. The church will be secured one hour after the conclusion of the event.

UMMBC FEE SCHEDULE

WEDDINGS

Area Used	Members	Non-Members
Sanctuary w/2 dressing areas	\$ 00.00	\$ 750.00
Chapel w/2 dressing areas	00.00	400.00
Fellowship Hall	150.00	750.00
Kitchen	150.00	250.00

MEETINGS & PERFORMANCES

Area Used	Members	Non-Members
Fellowship Hall	\$ 150.00	\$ 750.00
Kitchen	150.00	250.00
Rooms	50.00	100.00

FUNERALS

Area Used	Members	Non-Members
Sanctuary w/2 dressing areas	\$ 00.00	\$ 750.00
Chapel w/2 dressing areas	00.00	400.00
Fellowship Hall	00.00	750.00
Kitchen	00.00	250.00

FEES

Sanctuary \$ _____ Fellowship Hall \$ _____ Rooms (#) \$ _____

Chapel \$ _____ Kitchen \$ _____ Lounge \$ _____

Total \$ _____

Deposit \$ _____ Date Received _____ Balance \$ _____ Date Received _____

