



Building Rental Policy & Pricing
3851 McKinney Street, Melissa, Texas 75454

Melissa UMC is committed to providing sacred space and gathering places for our community. Many of our spaces are open for public use during our office hours. However, these policies and fees are in place for those who would like to reserve dedicated spaces or host meetings after hours.

Priority of building use

1. Melissa UMC Events & Activities
2. Activities sponsored by community partners but outside of the scope of Melissa UMC ministries
3. Outside Groups

Scheduling

Submit this form, or use the one on our website, to reserve a room (<https://melissaumc.com/reserve-a-space/>).

Once your reservation is complete, every effort will be made to maintain your day/time. In the event of a necessary church activity such as a funeral, requiring the use of the worship space, you may be asked to coordinate adjustments to your reservation. If that cannot happen, then your event may be rescheduled, or a refund issued.

A Certificate of Insurance must be provided by all outside groups for the purpose of covering property damage or accidents that may occur. First United Methodist Church of McKinney (Melissa UMC’s sending church) must be named as a certificate holder and additional insured. At the discretion of the Melissa UMC staff, a damage deposit may be accepted in lieu of the Certificate of Insurance.

Fees and services

	Melissa community groups	All other groups
Worship space	\$50/hour	\$200/hour
Single rooms (1, 2, or portables)	\$25/hour	\$125/hour

- All rentals require a 20% refundable security deposit (\$50 minimum). The deposit may be applied to the final payment at the direction of the leasing party.
- Rentals using any portion of our parking lots as their sole space, require a facility rental agreement, including an appropriate insurance policy.
- Use of church sound equipment is restricted to trained Melissa UMC personnel. To use sound equipment, groups will be responsible for an additional fee of \$25 per hour per technician, 4-hour minimum, each payable directly to the audio-visual technician.
- Upon request, Melissa UMC musical instrument use may be available for an additional fee.
- Connections Coffee is a separate corporation that operates under and within Melissa UMC. These services may be available and will be an additional fee.

GUIDELINES

- Groups are responsible for setting up chairs, tables, and other equipment before their gatherings, maintaining order during the gathering, taking down whatever they put up, and seeing that the facility is neat and clean at the conclusion of their rental.
- Do not tape anything on the walls or marker boards. At the conclusion of your event, remove any decorations, place garbage in proper containers, return any furniture that was moved to its proper place and turn out the lights.
- The conduct of all persons attending programs at Melissa UMC is expected to reflect respect for a place of worship. Children and youth are always welcome in our spaces. When children and youth are present for an outside event, they must be always under control of their parents, or adults in charge of the activity and monitored by an appropriate number of responsible adults.
- The doors are secured by a security system. Do not use anything to hold open doors. Prior arrangements must be made for doors to be opened at non-scheduled times.
- Animals are not allowed within the building, with the exception of guide dogs.
- No illegal substances, flammable liquids, fire producing chemicals, pyrotechnic devices, smoke generators and/or open flames (except for candles used in a worship setting) may be used on church property.
- Groups are fully responsible for the cost of all damages based upon actual repair and replacement costs. Replacement and/or repair will be at the discretion of the church and will meet the requirements of the church.
- Connections Coffee is a separate corporation that operates within and under Melissa UMC. All groups and activities are to remain out of the coffee bar area as defined by the counters, doors, and walls.
- Melissa UMC assumes no liability for any personal property brought into the church. Every possible effort will be made to protect personal items; however, the church will not be responsible for items lost, stolen or damaged. It is imperative that money, jewelry, and other valuables not be left unattended.
- Members and staff of Melissa UMC are not permitted to sign for any outside event related deliveries without prior arrangement.
- Users are responsible and assume liability for any personal injuries, personal property or damage to the facility or equipment. When damage/accidents requiring cleanup occurs, prompt reporting to the Melissa UMC staff representative is expected.
- Melissa UMC facilities are not available to outside groups for fundraising or solicitation of any type. Organizations engaged in political campaigns or causes are not eligible to use Melissa UMC facilities for their programs. Any use of Melissa UMC facilities that would jeopardize the church's tax-exempt status under Section 501(c)(3) of the Internal Revenue Code is prohibited.
- Penalty for violation of any of these guidelines may prevent future rental of Melissa United Methodist Church.



Building Rental Reservation Application
3851 McKinney Street, Melissa, Texas 75454

Today's date: _____

Event name & description: _____

Date of event: _____

This request is for: ____ one time ____ monthly

Event start time: _____

Event end time: _____

Desired setup time prior to start: _____

Desired clean up time after event: _____

Number of participants expected: _____

Organization name: _____

Contact name: _____

Melissa UMC/First UMC McKinney member? yes / no

Contact email: _____

Contact phone: _____

Contact Address: _____

Please call to discuss special services: ____ audio-visual ____ instrument usage ____ Connections Coffee

I have been provided a copy of the Guidelines. I have read and understand the Guidelines for use of facilities at Melissa UMC.

Signature: _____

Date: _____

Printed name: _____

For Office Use Only

Reviewed by: _____

Approved: ____ Denied, reason: _____

Certificate of Insurance received: _____

20% deposit paid: _____

Event staff (onsite/on call): _____

A/V staff: _____

Connections Coffee contacted: _____

Door schedule set 1 week prior: _____

Cleaning schedule adjusted: _____

Notes: _____