

Policy for the Use of the Facilities of the United Methodist Church of Kent for Recitals

GENERAL USE POLICIES:

All people using the building must adhere to these guidelines:

- a. The use of any particular room or equipment must be approved in advance by the church office
- b. Adequate supervision must be provided for children
- c. The use of alcohol or tobacco is strictly prohibited in the building
- d. While donations may be accepted, the organization may not engage in any sort of gambling, **which includes raffles or door prizes for which a fee is paid.**

FEES:

*Recital in the Sanctuary: \$100

*Rehearsals: \$50 per rehearsal

Audio-Visual Services: \$100 (includes digital copies of all files)

Piano Tuning: \$100 (if requested)

Reception in Parlor: \$75 (includes custodial setup and cleanup)

***RECITALS AND REHEARSALS:** A recital rental includes a half-hour setup and warm up period in the Sanctuary before the scheduled recital and reasonable time afterward for attendees to leave at their leisure. Rehearsals may be held in the Sanctuary or another suitable location in the church if the Sanctuary is not available. The Sanctuary will be guaranteed to be available for, at minimum, the last rehearsal before a performance. Recital and rehearsal fees may be waived pending approval of our Director of Music, Dr. Frank Wiley (fwiley@neo.rr.com). The customary method is to perform during our worship services. Dates and times will be coordinated directly with our Director of Music.

AUDIO-VISUAL SERVICES: Our A/V fee includes an additional 15 minutes of setup time, during which additional microphones will be set up and a sound check will be performed. A staff member will be on-site to run the equipment and .WAV and .MP4 files will be available immediately after the recital if a USB drive or SD card is provided. Otherwise, links to a Google Drive folder containing the files will be emailed to the email address on file. Digital streaming will be done via the church's YouTube channel unless alternate arrangements are made prior to the recital.

PIANO TUNING: The Boston piano in the Sanctuary is kept in tune regularly for church use, but a special tuning specifically for your recital can be arranged. The tuning is provided by Kean's Piano Services in Kent and will be scheduled by the church for the day prior to your recital.

RECEPTION: A reception with light refreshments can be accommodated in our church parlor, which offers comfortable seating and a kitchenette, just down the hall from the Sanctuary. Serving tables and a trash receptacle will be set up by our staff prior to your event.

CUSTODIAL FEES: The custodial fee is \$15 per hour for cleaning and locking up the building. This fee is included in the prices listed above, as long as all planning meets the stated parameters for the recital. Special requests may incur additional custodial fees.

LEADERSHIP: Ensembles using the building repeatedly are expected to have one person who will take ultimate responsibility for the group's use of the facilities. This person's name should be on the building use form. Warnings will be issued if facilities and equipment are not used appropriately or adequately cared for during use. Repeat warnings may result in cancellation of the building use agreement and deactivation of entry device.