

Wilson United Methodist Church

6460 Flying W Ranch Road
Colorado Springs, CO 80919
(719) 598-0407

Fax (719) 528-8646

e-mail: wilson@wilsonumc.org.

web site: www.wilsonumc.org

Funeral Information 2013

We are sorry for your loss and hope to ease your sorrow as much as possible as we honor the life of your loved one.

FUNERAL PROCEDURES

- Call the church office to determine whether the church and our Pastor are available.
- Visit the church and tour our facilities.
- The date will be placed on the calendar when the rental fee, misc fees, and cleaning/damage deposit is received. **Make all checks payable to: Wilson UMC.**
- Contact all other professional services (florists, musicians, etc.).
- We can provide a list of available organists, soloists, and other musicians.
- Families may provide their own officiate, with approval of the Wilson UMC Pastor.

FACILITIES

Location and Building

Nestled in the foothills, Wilson United Methodist Church is easy to find, with ample parking space for you and your guests.

Rooms

- **Sanctuary:** The Sanctuary accommodates seating for 160 guests in chairs.
- **Kitchen:** Located between the Sanctuary and Taos Room, the kitchen has an industrial stove, oven, two sets of sinks, dishwasher and two microwave ovens.
- **Taos Room:** The Taos Room may be set up to accommodate approximately 70 people seated at tables.

ACCESS

Wilson UMC allows up to 4 hours of building usage for the funeral rental fee and up to 6 hours for a ceremony/reception fee. **All set-up, deliveries, clean-up and the ceremony must take place during this time.** Additional hours can be scheduled for an additional cost.

GENERAL INFORMATION

General Policies:

- The family will discuss the arrangement of the sanctuary and/or reception area with the Pastor and/or Wilson Representative. Placement of the altar, pulpit, chairs and plants; the level of blinds and lighting; arrangements of tables, chairs, serving tables -- all are topics which should be discussed.
- A Wilson Representative must be hired for all funerals.
- If the Wilson UMC sound system is to be used, one of Wilson's sound technicians must be hired.
- Wilson UMC and its staff are not responsible for items left before, during, and/or after the funeral.
- Use of alcoholic beverages or tobacco products of any kind is NOT allowed anywhere on church property, in any building, or the parking lot.
- Red punch (it stains our carpet) is also not allowed.
- Respect and care of church property is expected of all who use the facility.
- Volunteers / Caterers: The caterer or volunteers are responsible for providing and preparing any food or drinks; setting up / tearing down tables, decorating and clean-up.
- Wilson UMC staff is not responsible for setting up and cleaning up, but will assist on location of what is needed.

Music:

- If the Wilson UMC sound system is to be used, one of Wilson's sound technicians must be hired.
- All music must be submitted prior to the ceremony to ensure that it is appropriate for the ceremony and compatible with Wilson's sound system.
- Recorded music must have songs clearly labeled as to which song and when in the ceremony it is requested
- Musicians / accompanists may make arrangements with the Wilson Representative to rehearse in the sanctuary, but this will be part of the allotted rental hours and as the church calendar permits.

ACCESSORIES

The following accessories are included in the fees for use of the church facilities for the funeral and/or reception:

Ceremony

- Chairs to seat 160 guests.
- Two candleholders for the altar.
- Organ and piano.
- Bible for the altar.
- Hymnals.
- Two floral stands and/or flower wreath stands.
- Acolyte wick/snuffer (long brass pole to light and extinguish altar candles).
- Table for guest book.

Reception

- Tables and chairs to seat 70 guests.
- Punch bowl.
- Serving trays
- Large coffee pots.
- Brooms, vacuums, dish towels, trash bags.

FAMILIES MUST PROVIDE

The family must provide the following items, if included in ceremony:

Some items denoted with (*) may be obtained through the Church for an additional fee.

Ceremony.

- Recorded music.
- Musicians / Accompanists (*).
- Bulletins / programs (*).
- Candelabras and candles (*).
- All flowers and decorations.

Reception

- All food, beverages (no alcoholic beverages allowed), recipes, condiments and ice.
- All dishes (*), utensils, cups and saucers, glasses, napkins, etc.
(If the church's dishes are not used, these items must be disposable or removed after the event.)
- Tablecloths (*).
- All decorations (centerpieces, etc.).
- Containers for leftovers (anything left at the church will be thrown away).

Final Inspection:

One person should be responsible for a final inspection of the church. They should take any personal belongings they find with them for identification and delivery. They should take any leftover flowers or refreshments. They should check all areas for personal belongings as well as the preparation and reception areas. They must confirm with the Wilson UMC Staff that the building is left clean, all furniture has been returned to its original location, allotted time was not exceeded and there is no damage. **Failure to do so will result in forfeiture of the cleaning/damage deposit.**

WILSON UMC REPRESENTATIVE

A Wilson representative must be hired for all funerals. The Wilson Representative will:

- Unlock doors and remain present throughout the event as the Wilson UMC representative.
- Assist with set up and arrangement of room(s) to be used.
- If Wilson tablecloth linens are rented, check inventory and handle drycleaning.
- If church dishes, etc. used, ensure these are washed properly and returned to proper location.
- Oversee proper use of coffee pots, oven, microwave and dishwasher, if used.
- Help to coordinate timing of announcements, program, food service, etc.
- Signal to the pastor, organist and sound technician, as needed, throughout the ceremony.
- At the end of the event, ensure the room is returned to its original layout, turn out the lights and lock the doors.

CLEANING / DAMAGE DEPOSIT

A cleaning/damage deposit will be collected at the time of reservation. This will be returned after the funeral providing: all furniture is restored to its original location after the event, all trash is taken to the outside receptacle, hours are within the allotted time, and the building is left as it was at the beginning of the event.

FEES

*** Church Building Rental fee may be waived for
Wilson UMC members per approval of Trustees and/or Pastor***

Church Building Rental for 4 hours - no reception (ceremony and all set-up, clean-up, etc. within the 4 hours)	\$125
Church Building Rental for 6 hours - with reception (ceremony, reception, and all set-up, clean-up, etc. within the 6 hours)	\$250
Saturday Evening Surcharge for after 6 pm (cleaning service has to come later and we are charged more)	\$ 50
Cleaning / Damage Deposit – no reception	\$100
Cleaning / Damage Deposit – with reception	\$250
Pastor (if the funeral is offsite, the fee is a minimum of \$250 plus expenses such as travel)	\$200
Wilson Representative – no reception	\$ 50
Wilson Representative – with reception	\$100
Additional per Hour (over allotted 4 hours without reception and 6 hours with reception)	\$ 25
Organist / Accompanist	\$125
Soloist	\$100
Sound Technician	\$100
Use of Dishes	\$100
Use of Tablecloth Linens (includes drycleaning)	\$15 each
Bulletins / Program	\$50 lay out fee plus 20cents per copy

**PLEASE COMPLETE THE ATTACHED FORM TO REQUEST USE OF THE CHURCH BUILDING
FOR A FUNERAL / MEMORIAL SERVICE.**

**Wilson United Methodist Church
Funeral Building Use Request Form
6460 Flying W Ranch Road, Colorado Springs, CO 80919 · (719) 598-0407
wilson@wilsonumc.org**

Name of Deceased: _____

Contact Person Name: _____

Day Phone: _____ Alternate Phone: _____

Address: _____ Email Address: _____

Date Requested: _____ Time: **From:** _____ **To:** _____

____ **Ceremony** ____ **Reception** ____ **Ceremony & Reception**
(4 hours is included in rental fee for ceremony and 6 hours for ceremony & reception)

Estimated Number of Adults: _____ Estimated Number of Children: _____

____ **I am / or the deceased was a Wilson UMC member and am requesting a waiver of building rental fees.**

Please initial:

____ **I understand that my Building Use Request is not finalized until it has been approved by the Wilson UMC Pastor or Board of Trustees.**

____ **The \$ _____ building rental fee is attached (see reverse side for rates).**

____ **The \$ _____ Cleaning / Damage Deposit is attached (see reverse side for rates).**

____ **I understand that my Cleaning / Damage Deposit may be forfeited, if the building is not left as it was found and/or damage is done or we go over hours of usage.**

____ **I agree to the clean up check list on the reverse side of this from**

____ **I agree that all set-up, clean-up, deliveries, etc. will take place during our designated time.**

____ I understand that the use of alcoholic beverages or tobacco products are not allowed anywhere on church property, in any building, or the parking lot.

I, _____, do hereby agree to the above conditions. The terms of this agreement begin on the _____ day of _____, 20____, and terminate on the _____ day of _____, 20____. At completion of specified building usage period, renewal of agreement will be reevaluated.

Signature of Responsible Party: _____ **Date:** _____

OFFICE USE ONLY:

Date Request Submitted to Trustees / Pastor: _____

Request: **APPROVED** **DENIED** **Fee Waiver Granted (if applicable):** **YES** **NO** **N/A**

Trustee Signature: _____ **Date:** _____

____ **Deposit Paid Date:** _____

____ **Remainder Fees Paid Date:** _____

____ **Building left in order and Cleaning / Damage Deposit refunded Date:** _____

Contact Person: _____ **Phone:** _____
Date Requested: _____ **Email:** _____

Rental & Misc Fees (to be completed by Wilson Representative with the family):

_____ Church Building Rental for 4 hours - no reception \$125
(ceremony, rehearsal and all set-up, clean-up, etc. within the 6 hours)

_____ Church Building Rental for 6 hours - with reception \$250
(ceremony, reception, rehearsal, set-up, clean-up, etc. within the 10 hours)

_____ Cleaning / Damage Deposit – no reception \$100

_____ Cleaning / Damage Deposit – with reception \$250

_____ Saturday Evening Surcharge for after 6 pm \$ 50
(cleaning service has to come later and we are charged more)

_____ Pastor (off site weddings fee is a minimum of \$250 plus expenses ie: travel) \$200

_____ Sound Technician (must be hired if sound system is used) \$100

_____ Wilson Representative – no reception (4 hours) \$50

_____ Wilson Representative – with reception (6 hours) \$100

_____ Additional per Hour (over allotted hours) _____ hours at \$ 25 per hour

_____ Musicians / Accompanists (see policies for rates): _____

_____ Dishes, Tablecloths, or Misc Supplies (see policies for rates): _____

_____ Bulletins / Programs: \$50 lay out fee plus _____ copies at 20 cents each

_____ **TOTAL**

_____ DEPOSIT PAID (Date: _____)

_____ AMOUNT DUE (Date: _____)

_____ CLEANING & DAMAGE DEPOSIT RETURNED (Date: _____)

Check list to use after your use of the facilities:

- _____ Return rooms as you found them, including chairs and tables.
- _____ Clean bathrooms if necessary.
- _____ Take down all decorations.
- _____ Clean trash from rooms, tables and floor. *(The vacuum cleaner, trash bags and cleaning supplies are located in the janitorial closet which is room #9)*

Use of alcoholic beverages or tobacco products of any kind are not allowed NOT anywhere on church property, in any building, or the parking lot.