

**Usage Fees and Information for Weddings, Memorial/Funeral Services and Recitals  
6/17/14**

**United Methodist Church Corporation in Lexington (UMCCL)  
(Lexington UMC and St. John's Korean UMC)  
2600 Massachusetts Ave., Lexington, MA 02421**

**Sanctuary Fees**

Recital: \$220

- 2 hour usage period includes Sanctuary and narthex (lobby)
  - 30 minutes prior to recital for preparation
  - one hour recital
  - 30 minutes after recital for clean-up and photos
  - Additional time at \$110/hour or for portion of each additional hour

Wedding Ceremony: \$550

- 5 hour usage period includes Sanctuary and narthex (lobby)
  - one hour rehearsal prior to wedding day
  - two hours prior to wedding ceremony for preparation and photos
  - one hour wedding ceremony
  - one hour after ceremony for clean-up and photos
  - if available, library or choir room for bridal party preparation prior to ceremony
  - Two floor candelabras (each holds 7 tapers provided by bridal party)
  - Additional time at \$110/hour or for portion of each additional hour

Memorial Service/Funeral Service: \$440

- 4 hour usage period includes Sanctuary and narthex (lobby)
  - two hours prior to service for preparation and gathering
  - one hour service
  - one hour after service for clean-up and gathering
  - if available, library or choir room for family gathering prior to service
  - Additional time at \$110/hour or for portion of each additional hour

**Other Fees**

Facilities Manager

- Hiring the church facilities manager is required for one hour before, during and one hour after the usage period for recitals, weddings and memorial/funeral services (and receptions)
- \$30/hour fee payable directly to Facilities Manager
- Duties include:
  - unlocking/locking church
  - controlling heating and air conditioning
  - general cleaning of areas reserved prior to/after event including common areas and restrooms
  - arrangement of Sanctuary furniture as group requests
  - other preparation and clean-up tasks as group requests
- Church office will check availability and furnish contact information

### Pastor

- Hiring the church pastor is optional for a wedding or memorial/funeral service however, the church pastor must give permission for an outside pastor to officiate
- \$200 fee payable directly to church pastor
- Fee includes
  - preparing ceremony/service with the couple/family
  - bulletin preparation
  - rehearsal (wedding only)
  - prenuptial conversation (wedding only)
  - ceremony/service
- For a wedding, couple must arrange for a prenuptial conversation one month prior to the wedding ceremony if the church pastor is the officiant.
- Church office will check availability and furnish contact information

### Keyboardist

- Hiring the church keyboardist to play the piano and/or organ is optional
- Consult with keyboardist for fee which is paid directly to keyboardist
- Fee includes
  - consultation time for musical selections
  - ceremony/service
  - Fee is for services of a professional musician despite how many or how few pieces are performed; asking for a "per piece" price is not appropriate
- If presence is required at a rehearsal, plan this with the keyboardist directly; additional fee will be negotiated
- Church office will check availability and furnish contact information
- Keyboardist can recommend soloists and provide contact information; can arrange rehearsals with soloists; fees payable directly to soloists
  
- Outside keyboardists may use the piano (Yamaha grand, black, 5'10"); ask office for date of last tuning; if tuning required, user will be charged.
- Outside keyboardists may not use the organ.

### Sound System Operator

- Using church sound system is optional
- If using, church sound system operator is required one hour prior to ceremony/service and one hour after
- Consult with sound system operator for fee; fee includes consultation time and ceremony/service
- Fee payable directly to operator
- Church office will check availability and furnish contact information

### "Stand-Up/hors d'oeuvres" Reception in Martin Hall

- Fee is \$100/hour for reserved time and any portion of each additional hour
- Reserved time is start time of preparation, actual reception (usually two hours) and clean-up time; would recommend planning to set-up/decorate two hours prior to event start time and cleaning up for one hour after end of reception (for example, reserved time for a wedding beginning at 3:00 pm would be 1:00 pm - 7:00 pm)
- includes use of and set-up and break-down of tables and chairs
- includes kitchen use and kitchen appliances

- Group provides all consumable supplies (table cloths, flatware, plates, napkins, cups, food, etc.)
- Group leaves kitchen cleaned up
- Hiring the church facilities manager is required.
- If kitchen will not be used - meaning group will not enter the kitchen at all (no refrigerator, no dishwashing, etc.) - fee is \$50/hour for reserved time and any portion of each additional hour.

## Notes

- Contact the church office (781-861-9301 or office@lexumc.org) to inquire about the availability of the building on the proposed date of your event. Keep in mind that the facilities manager must also be available. If you plan to intend to ask the pastor to officiate or hire the keyboardist and/or sound operator, time must be given to check schedules.
- Church trustees and pastors must approve use of building for all events.
- Activity is restricted to areas which have been reserved in advance.
- Fees are payable directly to participants (facilities manager, pastor, etc.) except Usage Fees which are payable to "United Methodist Church Corporation in Lexington" and submitted to the office administrator.
- Appropriate decorations, photo memorials and flowers may be placed in the Sanctuary and Chancel (front). Floral arrangements may be placed in the Chancel and on the window sills (8 total). Pew (floral) decorations must be attached with pew clips that will not leave marks when removed. There are 32 white pews (16 on each side). The facilities manager will assist with arranging furniture and other items.
- Obtaining a marriage license is the responsibility of the wedding couple.
- No rice, rose pedals, confetti or birdseed may be thrown in the building. Birdseed and/or bubble blowing is allowed on the exterior front steps.
- The center aisle length in the Sanctuary is 53 feet. It is 61" wide.
- The church address is 2600 Massachusetts Ave., Lexington, MA, 02421. There are two congregations at this address (Lexington United Methodist Church and St. John's Korean United Methodist Church). A suggested wording for the address is "United Methodist Church."
- Photography and videotaping - Users can set up audio visual recording equipment in balcony.
- Recommend parking lot attendants and/or providing greeters at the door to give directions to Sanctuary and for elevator use.
- Parking lot has 106 spaces (when no snow).
- Overflow parking might be available at Hastings Elementary School; Church office will make this contact if this is deemed necessary.
- There may be other groups in the building depending on the date/time.
- Food and drink are not allowed in the Sanctuary.
- Smoking and alcoholic beverages are not allowed anywhere in the building.