



4200 Cary Street Road | Richmond, Virginia 23221
(804) 359-6041 | www.reveilleumc.org

Policy for Use of Church Property and Facilities

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Reveille United Methodist Church

Policy for Use of Church Property and Facilities

I. Introduction

Church property and facilities are intended to be used primarily for functions of Reveille United Methodist Church (“Reveille UMC”). Reveille UMC recognizes, however, that its ministry to its members and to the community at large is enhanced through a broad use of its facilities. Accordingly, the use of Reveille UMC facilities by other religious organizations, nonprofit groups (including charitable, cultural, and educational organizations), individuals, and approved for-profit organizations is permitted, provided such use does not interfere with normal church functions.

II. Purpose

This document sets forth policies, procedures, responsibilities, and terms of agreement relating to the use of Reveille UMC property and facilities and serves as the official policy governing use of Reveille UMC property and facilities. All previous policies become null and void as of the date of formal approval of this policy by the Board of Trustees.

III. Authority for Establishment of Policy

“Subject to the direction of the charge conference, the Board of Trustees shall have the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission or similar organization connected therewith.” (The Book of Discipline of the United Methodist Church, Paragraph 2532). Additionally, the Discipline instructs the Trustees to ensure that the church, its properties, and its personnel are properly protected against risk (2549.7). Therefore, the trustees will establish liability insurance requirements.

IV. General Policy

A. Use of Facilities

1. Reveille UMC Groups Reveille UMC encourages the full utilization of its facilities by groups sponsored by the church and church members. Included uses are worship services, church-school events, church-sponsored activities (e.g., Scouts, UMW, etc.), administrative functions, and fellowship activities. Reveille UMC is also available for use by the Richmond District, the Virginia Conference, and approved ecumenical organizations. When space is available and approval is granted, members may use facilities for personal events such as anniversary celebrations and birthday parties for adults. Members may hold children's parties and functions in the picnic shelter only (no bathroom facilities). These personal events are approved on a case-by-case basis by the Lead Pastor or his designee.
2. Non-Reveille UMC Groups “When a pastor and/or a board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted

only when such use is consistent with the Social Principles (paragraphs 160-166) and ecumenical objectives.” (Book of Discipline, paragraph 2532). Reveille UMC’s Lead Pastor or the Lead Pastor’s designee will determine if the use is consistent with the Social Principles.

- a. Nonprofit Reveille UMC encourages the use of its facilities by charitable and community service organizations to the extent that such activities do not conflict with normal church functions or church group activities. Nonprofit groups supported by Reveille (e.g., financial support) are not required to pay a use fee for regular meeting rooms. Non-Reveille UMC nonprofit groups which have church members as leaders/members will be treated as non-Reveille UMC nonprofit groups and not as “member usage.”
 - b. For-Profit Reveille UMC facilities may not be used for profit-motivated activities. (Fund-raising projects conducted by organizations from within Reveille UMC are not considered “profit-motivated.”) For-profit organizations may use the facilities for meetings and programs when profit-making activities are not being conducted.
3. Weddings and Wedding Receptions Weddings and wedding receptions are available to church members only and are subject to the conditions set forth in this document. For additional information about weddings at Reveille UMC, see separate “Wedding Policies and Guidelines” document available from the church office or at www.reveilleumc.org/weddings. For additional information about wedding receptions, see Appendix E.
- B. Church Calendar A church calendar listing events and activities at Reveille UMC shall be maintained by the administrative assistant in the church office. This is the official church-wide schedule. It will be kept as far in advance as practical and will include all routine and repetitive activities, as well as special events.
- C. Application Procedures
1. Reveille UMC Groups must advise the church office of their regular meeting dates and space or facilities requirements as soon as practical by completing the Space Request Form (Appendix A) so that dates and space assignments may be reserved on the church calendar.
 2. All Other Groups and Individuals must complete the Application for Use of Church Facilities (Appendix B) and submit it to the administrative assistant for action by the appropriate authority. Applications should be submitted as soon as practical and will be considered on a “first come basis.”
- D. Approval Authority
1. Reveille UMC Groups The use of church property and/or facilities for routine church functions and for use by individual members and church groups shall be scheduled by the administrative assistant on the church calendar. In the event of conflicting requests, an effort to resolve such conflict shall be made by the administrative assistant and leaders of the groups involved, taking into consideration factors such as each group’s size and

particular programming needs, each group's ability to reschedule its program or activity for another date or time, and the suitability and availability of alternative facilities.

2. All Other Groups and Individuals Applications for the use of church property or facilities by non-church groups must be approved by the Lead Pastor or his designee.

E. Requirements, Responsibilities, and Restrictions

1. Liability for Personal Injury or Loss Reveille UMC does not assume responsibility for personal injury or loss of any kind suffered by anyone using its facilities.
2. Care of Property All individuals and organizations, whether church-related or not, assume responsibility for the proper use and care of Reveille UMC property. Users assume liability for damage. A damage deposit may be required prior to the event. After the church determines the cost to repair damage, the responsible person or organization will be billed for such cost, normal wear and tear excepted. Decorations and displays must be completely removed immediately following the activity unless otherwise agreed at the time the activity is approved. The use of adhesive tape and tacks on walls is prohibited. Only painter's tape (available at hardware stores and labeled specifically as "painter's tape") is permissible for affixing decorations to church property.
3. Person in Charge An adult shall be identified as the "Person in Charge" for all events. The Person in Charge will be identified on the application.

The Person in Charge is responsible for:

- a. Ensuring that a sufficient number of supervising persons are available to maintain good order and discipline during the group's use of church facilities.
- b. Ensuring that the group remains in the approved area of the church only.
- c. Being at the place of the scheduled meeting or activity prior to the group entering the facilities, and remaining at the church following such meeting or activity to see that everyone has left the church facilities and that everything is in order, including the following:
 - i. All equipment and furniture are returned to their proper places.
 - ii. All trash is picked up and placed in appropriate containers.
 - iii. All equipment or property belonging to the group is removed or stored in its assigned place (only Reveille UMC groups will have assigned space).
 - iv. All interior lights are turned off (except exit lights).
 - v. All windows are closed and locked, and exterior doors are closed and latched securely.
 - vi. All food/drink brought for the event is removed at the conclusion.¹

¹ There are charities that will accept extra food from events. For example, The Door Ways (formerly Hospital Hospitality House) may be contacted at (804) 828-6901 before your event if you think you may have extra food remaining at the end of your event.

4. Personal Conduct All persons and groups using Church facilities shall be restricted to the area(s) requested and approved for use and shall comply with the following rules:
 - a. Smoking is prohibited in any church building.
 - b. Alcoholic beverages or any controlled substances are prohibited on church property.
 - c. Running or shouting is not allowed inside the building, except in the youth center.
 - d. Profane, discourteous, disrespectful, and discriminatory language is prohibited.
 - e. No food or drink is allowed in the sanctuary or chapel at any time.
 - f. Firearms are not permitted on church property except by security officers.
 - g. Gambling is prohibited on church property.
 5. Room Setup Rooms shall generally be used with existing tables and chairs. Specific setup information (how many chairs, arrangement of furniture, etc.) shall be provided on the paperwork turned into the administrative assistant.
 6. Candles² Candles may be used during a worship service, wedding, or funeral. Only votive candles are permitted in the fellowship hall, welcome center, or church parlor during other events. Otherwise, candles are prohibited. Candles must never be left unattended.
- F. Special Provisions
1. Change of Meeting Dates, Times, and/or Locations Once approved, space is guaranteed except in case of an unforeseen emergency or natural disaster. In such an emergency, Reveille UMC may cancel the use of the facility without prior notice and will attempt to reschedule the event. If an emergency occurs during an event, the event may be terminated. Reveille UMC is not responsible for any costs incurred due to event cancellation or termination resulting from an emergency or natural disaster.
 2. Violation of Policies Violation of the rules and policies for use of church property and facilities may be cause for denying or revoking permission for future use.
 3. Insurance Requirements Non-Reveille UMC groups using Reveille UMC facilities shall be responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage. Reveille UMC may require a certificate of public liability insurance (of \$1,000,000) with Reveille United Methodist Church to be named as an additional insured.

² Candle use is strictly prohibited in Reveille House.

G. Charges and Fees

Refer to Appendix C for Fee Schedule. Fees may be modified or waived at the discretion of the lead pastor.

	USE OF BUILDING FEE	CUSTODIAL FEE (set-up, clean up) ³	REPLACEMENT COST FOR DAMAGES	FEE FOR EQUIPMENT ⁴	DISPOSABLE SUPPLIES ⁵
a. Reveille UMC ministries	none	none	none	none	none
b. District, Conference, Ecumenical programs, non-profit groups supported by Reveille UMC	none	yes	yes	none	none
c. Outside non-profit groups	yes	yes	yes	none	none
d. Outside for-profit groups	yes	yes	yes	yes	yes
e. Personal use by Reveille members (Birthday parties, anniversaries, etc.)	none	yes	yes	none	none
f. Wedding receptions (see Appendix E)	none	yes	yes	none	none

H. Use of Equipment

1. Church Bus

- a. The bus is only available to Reveille UMC groups.
- b. The bus driver must be at least 25 years of age and must be registered with the church office as a church bus driver. A driving record from the Department of Motor Vehicles will be obtained on a biennial basis for all bus drivers. Contact the administrative assistant in the church office, (804) 359-6041, ext. 125, or administration@reveilleumc.org, to obtain a driving record form. (See also www.reveilleumc.org/forms.) Drivers over the age of 65 may be required to provide additional information at the request of the church's insurance provider.
- c. Scheduling of the bus will be by the administrative assistant as described in Section D-1.
- d. Reimbursement for fuel, oil, and repair expenses will be made upon presentation of receipts to the financial administrator.

³ When a meal is catered meal, the custodial services for the meal cleanup should be included by the caterer in the meal cost. Exceptions to this include church-sponsored meals such as Wonderful Wednesday. Any additional custodial fee(s) will be determined based on the requirements of the event.

⁴ Includes china, flatware, cloth tablecloths, trays, video/AV equipment, punch bowls, and punch cups

⁵ Includes coffee, tea, cream, sugar, ups, napkins, paper plates, plastic utensils, and paper tablecloths

- e. Driver must complete, sign, and date the Driver Pre-Trip/Post-Trip Inspection Checklist on the clipboard in the bus.
 - f. The driver and passengers must adhere to all safety and conduct rules as posted in the bus.
 - g. The following information is in the bus:
 - Insurance information
 - Vehicle registration
 - Church Emergency Phone Number
 - h. A bus driver is required to report any accident or bus damage within 24 hours of the incident to at least one of the following persons: director of administration, financial administrator, facilities manager, associate pastor.
2. Fellowship Hall Kitchen
- a. Please follow Kitchen Guidelines and instructions as posted in the kitchen.
3. Other Equipment
- a. Equipment Depending on church needs, other equipment (china, flatware, cloth tablecloths, trays, tables, chairs, cooking utensils) may be borrowed by church members for off-site Reveille UMC-related functions for not more than one week. Depending on church needs, tables and chairs may be borrowed by church members for personal use for a 24-hour period. The appropriate form must be filled out and signed by the borrower and turned into the administrative assistant (see Appendix D).
 - b. Electrical Equipment may be used off-site for Reveille UMC programs. Other off-site use is prohibited.
 - c. Reveille House items may be used by Reveille UMC groups on-site only.
 - d. Hurricane Globes may be used by Reveille UMC groups on-site only.
 - e. Punch Bowl/Cups may be used by Reveille UMC groups on-site only.⁶

⁶ All dishes must be washed by a person trained on the use of the dishwasher and returned to the appropriate storage location.



Space Request Form

(Reveille UMC-sponsored meetings and events)

Name of Event _____ Expected Attendance _____

Ministry Area _____ Staff Sponsor _____

Public? ☐ Public Notes _____

Public Web Address for More Information _____

Contact Person _____ Contact Email _____

Contact Mobile Phone _____ Contact Alternate Phone _____

Onsite Person in Charge: ☐ Contact Person ☐ Staff Sponsor ☐ Other (list name and mobile phone below):

Event Date(s) _____

Day(s) of Week _____

Recurrence: ☐ None ☐ Daily (M-F) ☐ Weekly ☐ Monthly ☐ Other (list): _____

Event Start Time _____ am pm (circle) Event End Time _____ am pm (circle)

Begin Set Up _____ am pm (circle) End Teardown _____ am pm (circle)

Request Spaces (indicate room set up on next page)

Adult Library	Middle School Room
Bus	Narthex
Chancel	Offsite
Chapel	Parking Lot
Children's Library	Picnic Shelter
Choir Room	Reveille House Dining Room
Church Parlor	Reveille House Parlor
Education Building	Classrooms (list below)
Fellowship Hall	Sanctuary
Fellowship Hall Kitchen	Scout Lodge
Garden	Welcome Center
Garth	Welcome Center Kitchen
Grounds	Youth Center Gym
High School Room	Youth Center Kitchen

List Specific Classrooms:
_____**Request Resources**

Air Conditioning
Bus
Microphone
PA System
Projector and Screen
Television and DVD Player

List Any Special Requests:
_____**Request Services**

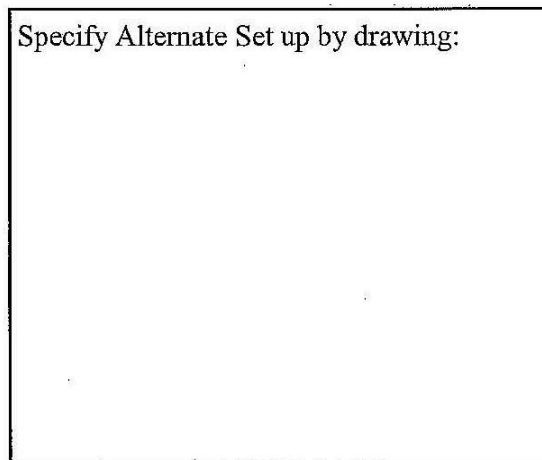
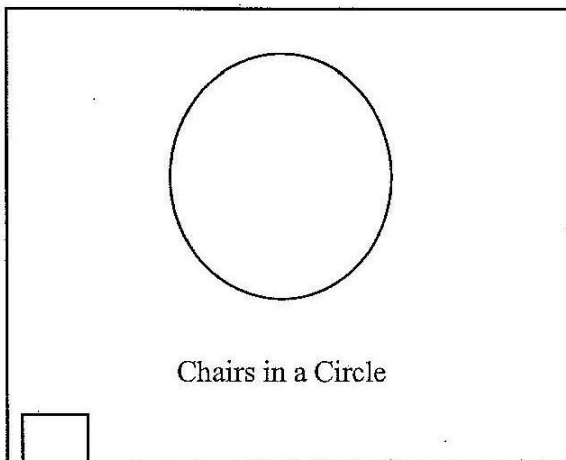
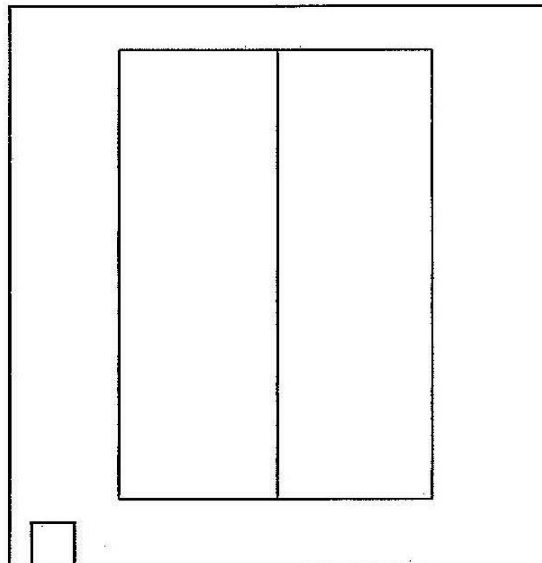
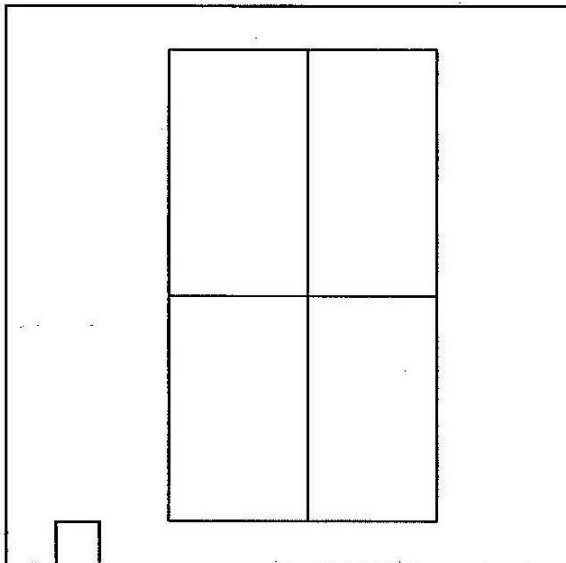
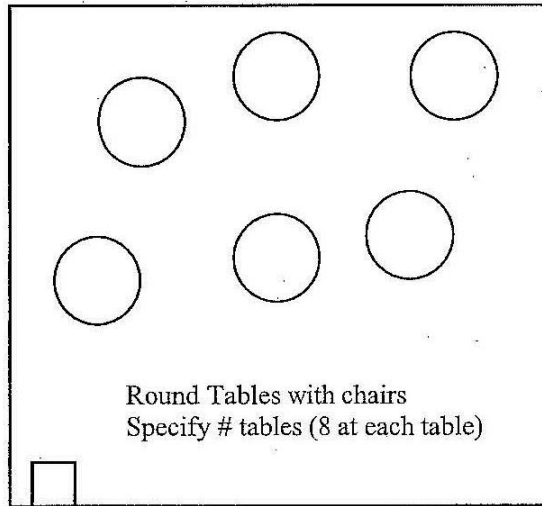
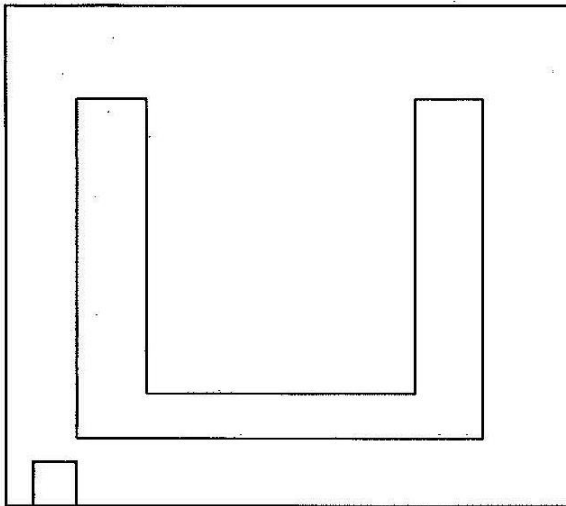
Bus Driver
Child Care
Coffee
Tea
Sound Technician

List Any Special Requests:

Reveille UMC Space Request Form

Page 2

Indicate room set up below



Reveille UMC Space Request Form

Page 3

The event contact, staff sponsor, and onsite person in charge are responsible for ensuring that the Policy for Use of Church Property and Facilities is observed. A copy of this policy is available from the church office or at www.reveilleumc.org/forms. The Policy includes, but is not limited to, the following requirements, responsibilities, and restrictions:

- a. A sufficient number of supervising persons will be present to maintain order during the use of church facilities.
- b. Groups will remain in the approved area of the church.
- c. The person in charge will be present at the location of the activity prior to the groups entry into the building and will remain at the church throughout the event.
- d. Following the event, the person in charge will confirm that everyone has left the church facilities.
- e. All equipment and furniture will be returned to its proper place.
- f. All trash will be placed in appropriate containers.
- g. All interior lights will be turned off (except exit lights).
- h. All windows and exterior doors will be closed and securely locked (excluding those doors with electronic timed locks).
- i. All food or drink brought to the event is removed.
- j. All rules of personal conduct as stated in the Policy will be followed.
- k. Smoking is prohibited in any church building.
- l. Alcoholic beverages and controlled substances are prohibited on church property.
- m. Firearms are not permitted on church property except by security officers.
- n. Candles may be used during a worship service, wedding, or funeral. Only votive candles are permitted in the fellowship hall, welcome center, or church parlor during other events. Otherwise, candles are prohibited. Candles must never be left unattended.

I certify by my signature that I have read the Policy for Use of Church Property and Facilities and that I agree to all responsibilities as stated throughout the Policy. I further agree that if I learn I cannot be present during the event, I will immediately contact the staff sponsor for the approval of a replacement person in charge who will be present at the event.

Signature of Contact Person or Staff Sponsor

Date

Signature of Person in Charge (if different from above)

Date

Office Use Only

Door Schedule			Date Entered in Calendar
		Unlock	Lock
	Education 1		
	Education 2		
	Fellowship Hall		
	Lower Fellowship Hall		
	Stairwell		
	Weekday School		
	Welcome Center		
	Front Door		
	Garth		

Notes:



Application for Use of Church Facilities

For Non-Reveille UMC Groups and Personal Use

4200 Cary Street Road | Richmond, Virginia 23221 | (804) 359-6041 | www.reveilleumc.org

Return completed form to Reveille UMC office (mail to address above, email to administration@reveilleumc.org, or fax to (804) 359-6090. A copy will be returned to the requesting organization, indicating approval or disapproval and fee, if any.

Organization Name _____ Date of Application _____

Event Name _____ Expected Attendance _____ Public Event? ☐

Purpose of Event _____

Event Date(s) _____ RUMC Staff Sponsor _____

Recurrence: ☐ None ☐ Daily (M-F) ☐ Weekly ☐ Monthly ☐ Other (list): _____

Event Start Time _____ am pm (circle) Event End Time _____ am pm (circle)

Begin Set Up _____ am pm (circle) End Teardown _____ am pm (circle)

Contact Person _____ Contact Email _____

Contact Mobile Phone _____ Contact Alternate Phone _____

Onsite Person in Charge: ☐ Contact Person ☐ Staff Sponsor ☐ Other (list name and mobile phone below): _____

Does your group have adequate insurance providing coverage for any personal injury or property damage arising from this event at Reveille UMC? ☐ Yes ☐ No

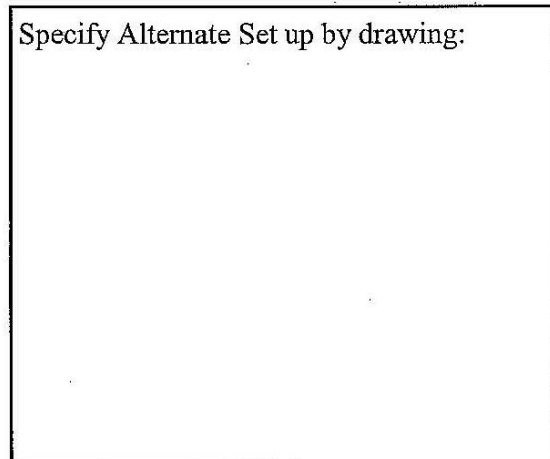
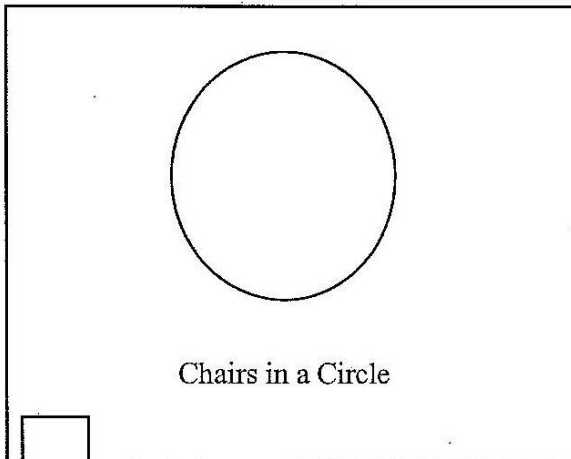
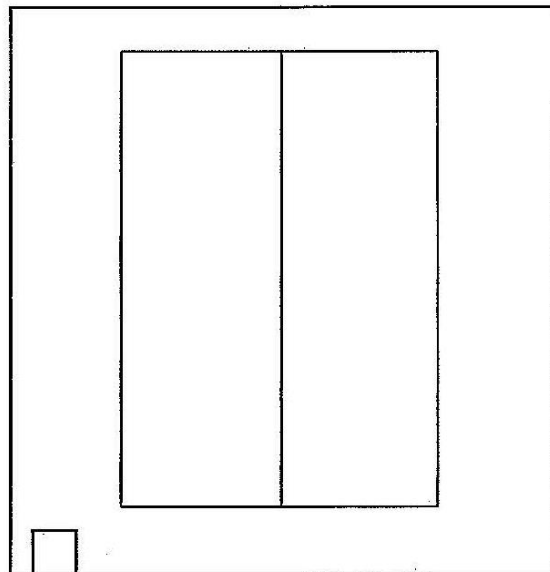
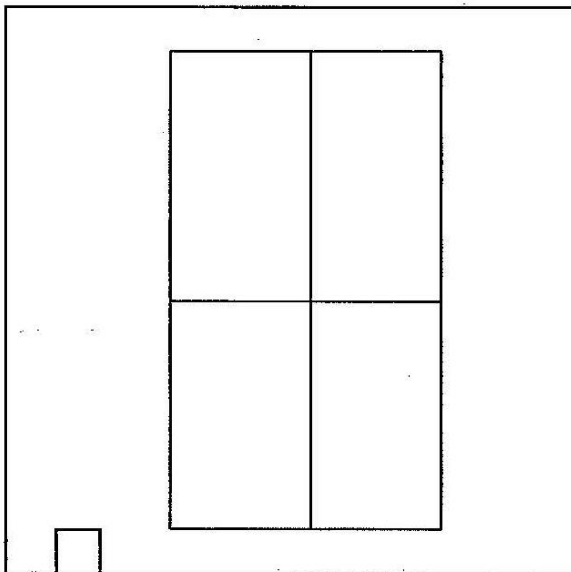
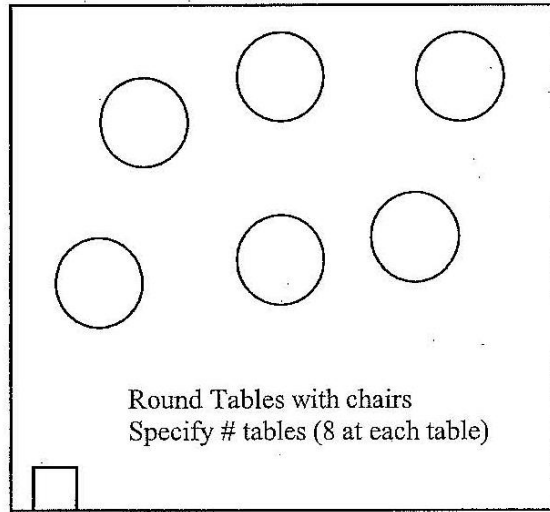
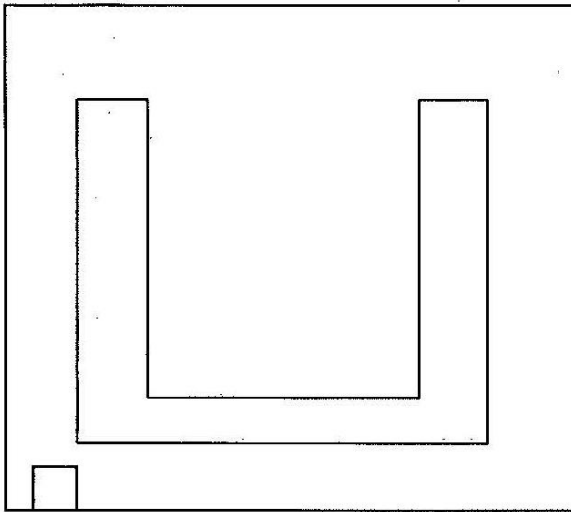
Request Spaces (indicate room set up on next page)			
<input type="checkbox"/>	Adult Library	<input type="checkbox"/>	Middle School Room
<input type="checkbox"/>	Chancel	<input type="checkbox"/>	Narthex
<input type="checkbox"/>	Chapel	<input type="checkbox"/>	Parking Lot
<input type="checkbox"/>	Children's Library	<input type="checkbox"/>	Picnic Shelter
<input type="checkbox"/>	Choir Room	<input type="checkbox"/>	Reveille House Dining Room
<input type="checkbox"/>	Church Parlor	<input type="checkbox"/>	Reveille House Parlor
<input type="checkbox"/>	Education Building	<input type="checkbox"/>	Classrooms (list below)
<input type="checkbox"/>	Fellowship Hall	<input type="checkbox"/>	Sanctuary
<input type="checkbox"/>	Fellowship Hall Kitchen	<input type="checkbox"/>	Scout Lodge
<input type="checkbox"/>	Garden	<input type="checkbox"/>	Welcome Center
<input type="checkbox"/>	Garth	<input type="checkbox"/>	Welcome Center Kitchen
<input type="checkbox"/>	Grounds	<input type="checkbox"/>	Youth Center Gym
<input type="checkbox"/>	High School Room	<input type="checkbox"/>	Youth Center Kitchen
List Specific Classrooms:			

Request Resources	
<input type="checkbox"/>	Air Conditioning
<input type="checkbox"/>	Microphone
<input type="checkbox"/>	PA System
<input type="checkbox"/>	Projector and Screen
<input type="checkbox"/>	Television and DVD Player
<input type="checkbox"/>	Coffee/Tea
<input type="checkbox"/>	China/Flatware
<input type="checkbox"/>	Piano
List Any Special Requests:	

Application for Use of Church Facilities

Page 2

Indicate room set up below



Application for Use of Church Facilities

Page 3

The event contact, staff sponsor, and onsite person in charge are responsible for ensuring that the Policy for Use of Church Property and Facilities is observed. A copy of this policy is available from the church office or at www.reveilleumc.org/forms. The Policy includes, but is not limited to, the following requirements, responsibilities, and restrictions:

- a. A sufficient number of supervising persons will be present to maintain order during the use of church facilities.
- b. Groups will remain in the approved area of the church.
- c. The person in charge will be present at the location of the activity prior to the groups entry into the building and will remain at the church throughout the event.
- d. Following the event, the person in charge will confirm that everyone has left the church facilities.
- e. All equipment and furniture will be returned to its proper place.
- f. All trash will be placed in appropriate containers.
- g. All interior lights will be turned off (except exit lights).
- h. All windows and exterior doors will be closed and securely locked (excluding those doors with electronic timed locks).
- i. All food or drink brought to the event is removed.
- j. All rules of personal conduct as stated in the Policy will be followed.
- k. Smoking is prohibited in any church building.
- l. Alcoholic beverages and controlled substances are prohibited on church property.
- m. Firearms are not permitted on church property except by security officers.
- n. Candles may be used during a worship service, wedding, or funeral. Only votive candles are permitted in the fellowship hall, welcome center, or church parlor during other events. Otherwise, candles are prohibited. Candles must never be left unattended.

I certify by my signature that I have read the Policy for Use of Church Property and Facilities and that I agree to all responsibilities as stated throughout the Policy. I further agree that if I learn I cannot be present during the event, I will immediately contact the staff sponsor for the approval of a replacement person in charge who will be present at the event.

Signature of Contact Person or Staff Sponsor

Date

Signature of Person in Charge (if different from above)

Date

Office Use Only

☐ Request Approved

Fee _____

Make check payable to Reveille UMC and remit to church office at least two weeks prior to event.

Date Payment Received _____

Date Certificate of Insurance Received _____

☐ Request Denied

Reason _____

Door Schedule

		Unlock	Lock
	Education 1		
	Education 2		
	Fellowship Hall		
	Lower Fellowship Hall		
	Stairwell		
	Weekday School		
	Welcome Center		
	Front Door		
	Garth		

Appendix C

Schedule of Fees

I. Building Use Fees

The following are the charges for the use of Reveille's facilities by non-Reveille UMC groups (see Section IV, G).

<u>SPACE</u>	<u>OCCUPANCY</u>	<u>CHARGE</u>
Sanctuary	800	\$500
Chapel	125	\$300
Fellowship Hall	220	\$350
Fellowship Hall Kitchen	NA	\$200
Church Parlor	30 sitting/50 standing	\$100
Welcome Center	100	\$300
Youth Center	187	\$500
Classroom	Varies	\$25
Garden	100	\$100
The Garth	100	\$100
Picnic Shelter	(60)	\$50

II. Custodial Fees

For any wedding reception in the fellowship hall, the custodial fee is \$500.

For all other events subject to a custodial fee (see Section IV, G), the fee is \$150.

III. Set-up Fees

The set-up fee will be based on the requirements of the event.

IV. Damage Deposit

A damage deposit may be required for any event at the discretion of the lead pastor or his designee.

V. All fees are subject to change until the event is approved. If an event is cancelled within two weeks of the date of the event, the user may be charged for any costs incurred.

Appendix D

Reveille United Methodist Church Application for Offsite Use of Church Property

Name of Applicant _____

Address of Applicant _____

_____ Phone Number _____

Name of Reveille UMC Ministry/Group _____
(If items are being borrowed for personal use, please indicate "Personal Use" above)

Name of Event _____

Location of Event _____

Items to be Used Offsite

Description	Quantity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I agree: (1) to accept total responsibility for the above items until their return and check-in by a church staff member; (2) to take proper precautions to prevent damage and/or loss of items; (3) prior to their return, to clean and/or restore items to same condition as on date borrowed; (4) to return items on or before due date.

Signature of Applicant _____ Date _____

STAFF USE ONLY

Date Borrowed _____ Date Due _____ Staff Initials _____

Date Returned _____ Condition _____

Fee for Damages _____ Staff Initials _____

Appendix E

Wedding Receptions

Reveille's fellowship hall, welcome center, Reveille House, garden, and The Garth are available for receptions. See Appendix C for capacities.

Wedding receptions are available to church members only and are subject to the conditions outlined in this document.

Disc jockeys or bands are permitted only in the fellowship hall. Lighted candles are not permitted in Reveille House. Reveille House and the garden are not wheelchair accessible.

Please note that Reveille has no catering service. The caterer must provide all needed supplies such as punch cups, bowls, serving dishes, etc. No red punch is allowed.

Although it is discouraged, throwing bird seed outside as the bride and groom leave the reception is allowed. Additionally, real flower petals may be thrown but no other materials.

Alcoholic beverages are prohibited on church property. Smoking is prohibited in any church building.

Contact the administrative assistant in the church office, (804) 359-6041, ext. 125, or administration@reveilleumc.org, for more information about reserving space for your reception, or see the separate "Wedding Policies and Guidelines" document available from the church office or at www.reveilleumc.org/weddings.

Appendix F

Church Staff Contact Information

Administrative Assistant	(804) 359-6041, ext. 125	administration@reveilleumc.org
Facilities Manager	(804) 359-6041, ext. 113	facilities@reveilleumc.org
Financial Administrator	(804) 359-6041, ext. 118	finances@reveilleumc.org
Director of Administration	(804) 359-6041, ext. 116	admindirector@reveilleumc.org
Associate Pastor	(804) 359-6041, ext. 115	associatepastor@reveilleumc.org



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