

FRANKLIN FIRST UMC ROOM USAGE/ RENTAL



franklinfirst
UNITED METHODIST CHURCH

Main Campus at Mack Hatcher
120 Aldersgate Way
Franklin, TN 37069
615.794.2734

Historic Sanctuary at Fifth Avenue
148 Fifth Ave. South
Franklin, TN 37064

<http://franklinfumc.org/Resources>

Worship Areas Wesley Hall



About this Space:

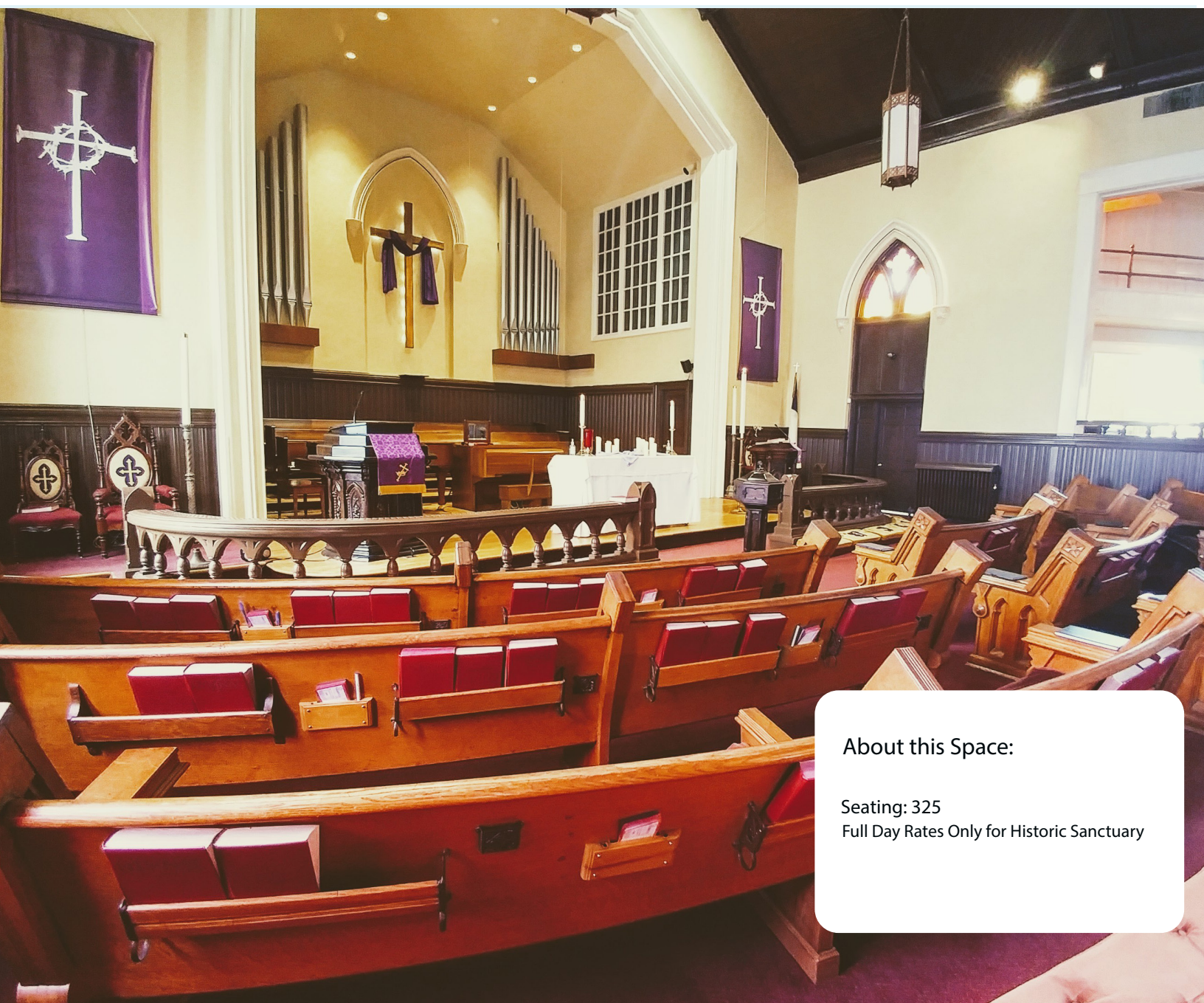
Chair Seating: 800
Approximate Table Seating:
400 (Rectangle); 300 (Round)

Full Day Rates Only for Wesley Hall

Room Rental at Franklin First UMC

Worship Areas

Historic Sanctuary Downtown



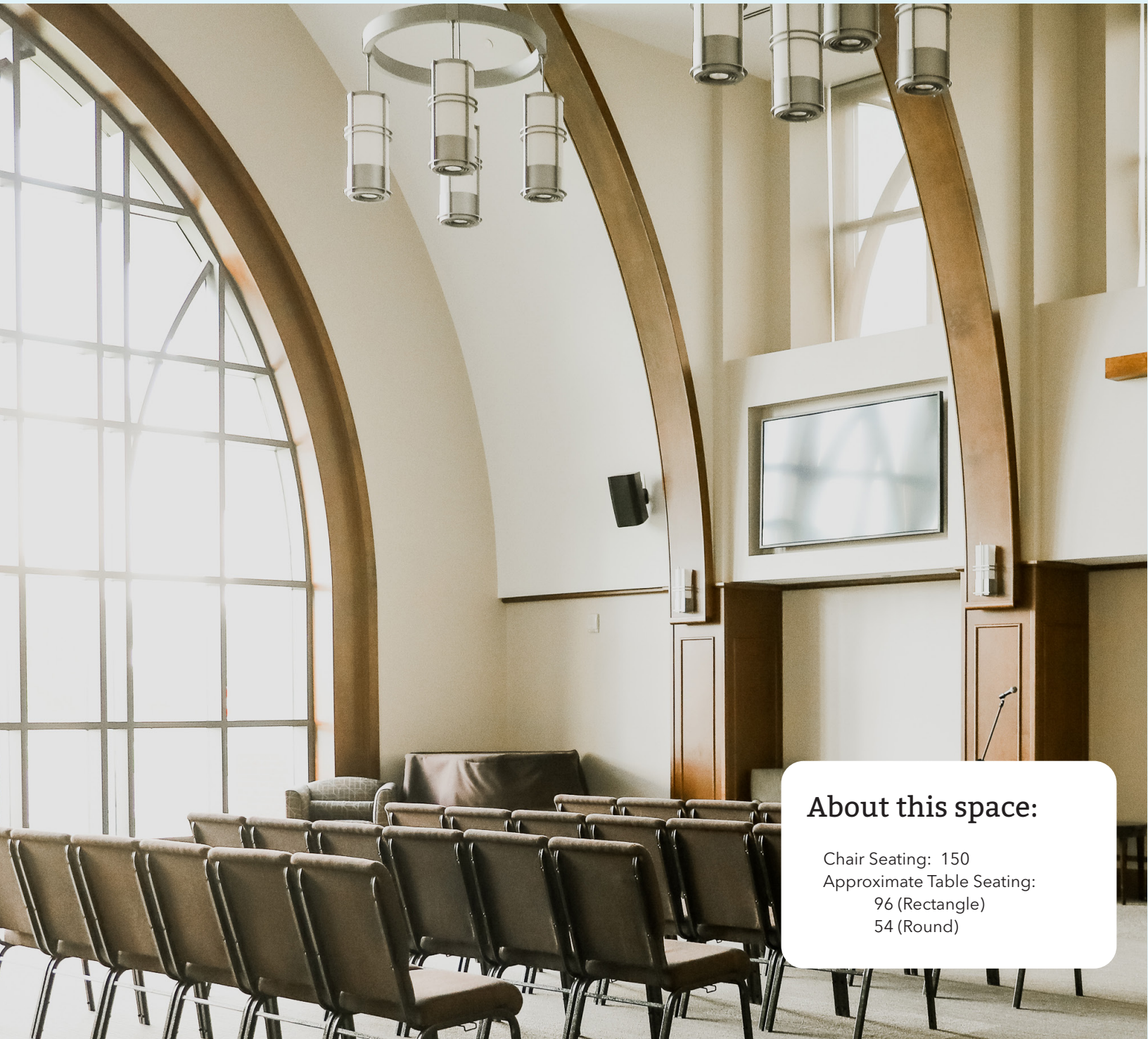
About this Space:

Seating: 325

Full Day Rates Only for Historic Sanctuary

Worship Areas

Asbury Hall



About this space:

Chair Seating: 150

Approximate Table Seating:

96 (Rectangle)

54 (Round)

Room Rental at Franklin First UMC

Meeting Room The Library



About this space:

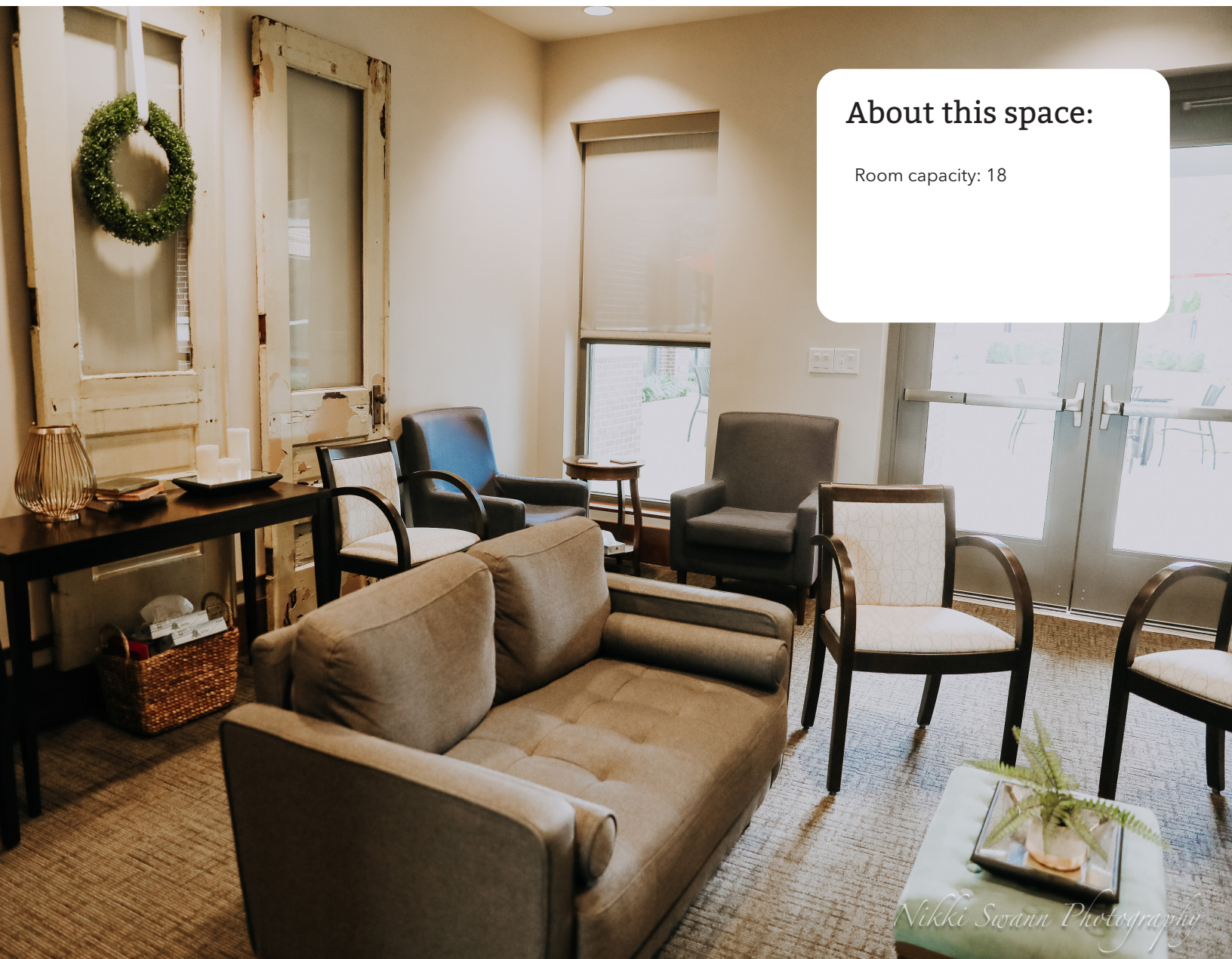
Room Capacity: 14

Room Rental at Franklin First UMC

Meeting Room The Parlor

About this space:

Room capacity: 18



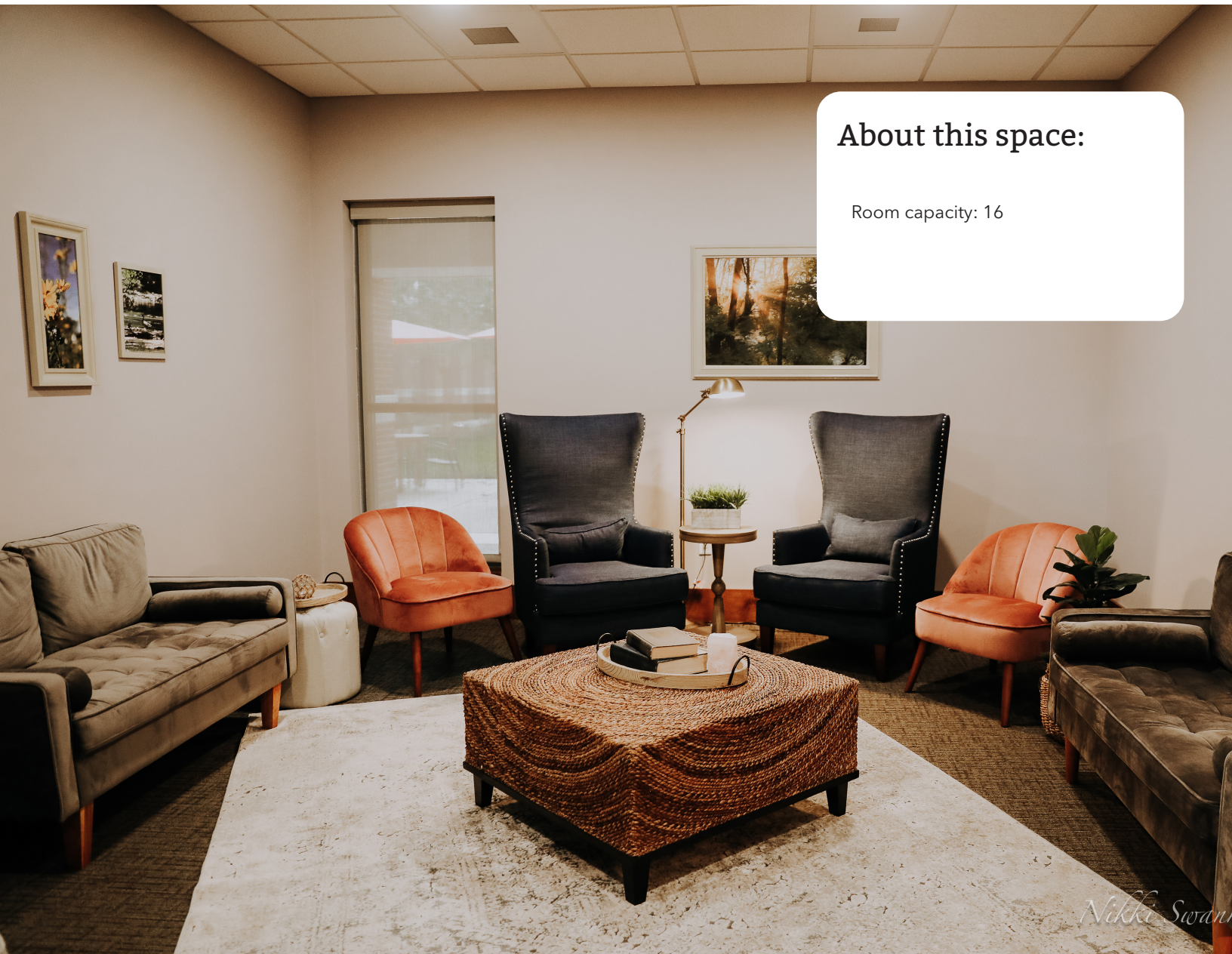
Nikki Swann Photography

Room Rental at Franklin First UMC

Meeting Room The Living Room

About this space:

Room capacity: 16



Nikki Swan

Room Rental at Franklin First UMC

Meeting Room

The Connection Center

About this space:

Seating Capacity: 12

includes 2 high top tables



Nikki Swann Photography

Room Rental at Franklin First UMC

Prayer Room

EM Bounds Prayer Room

About this space:

Room Capacity: 10

Nikki Swann Photography

Multi-Media Room

Large - Children's Assembly

About this space:

Chair Seating: 125
Approximate Table Seating:
75 (Rectangle)
45 (Round)



Multi-Media Rooms

Large - Youth Assembly

About this space:

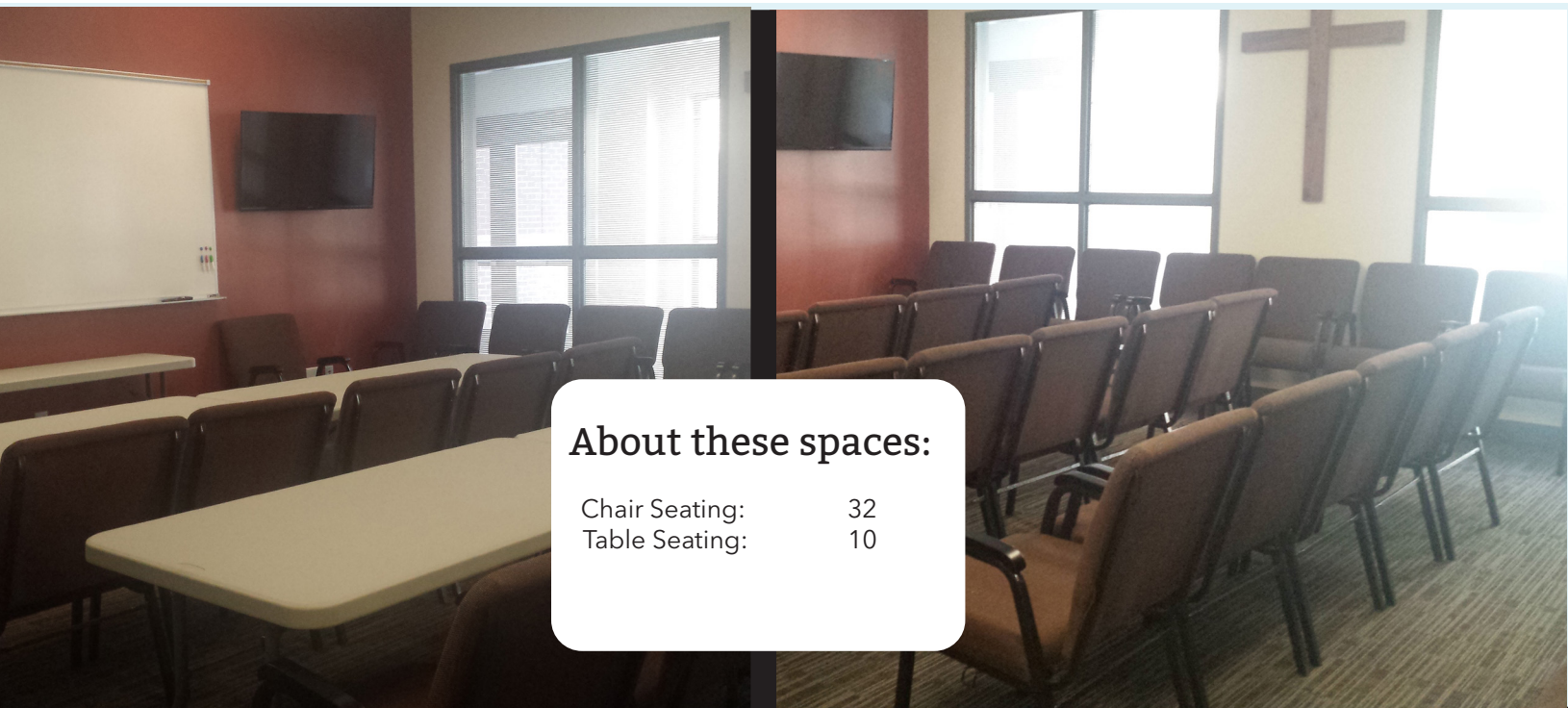
Chair Seating: 150

Approximate Table Seating:
120 (Rectangle)
75 (Round)



Classrooms

Medium & Large



Classrooms

Small

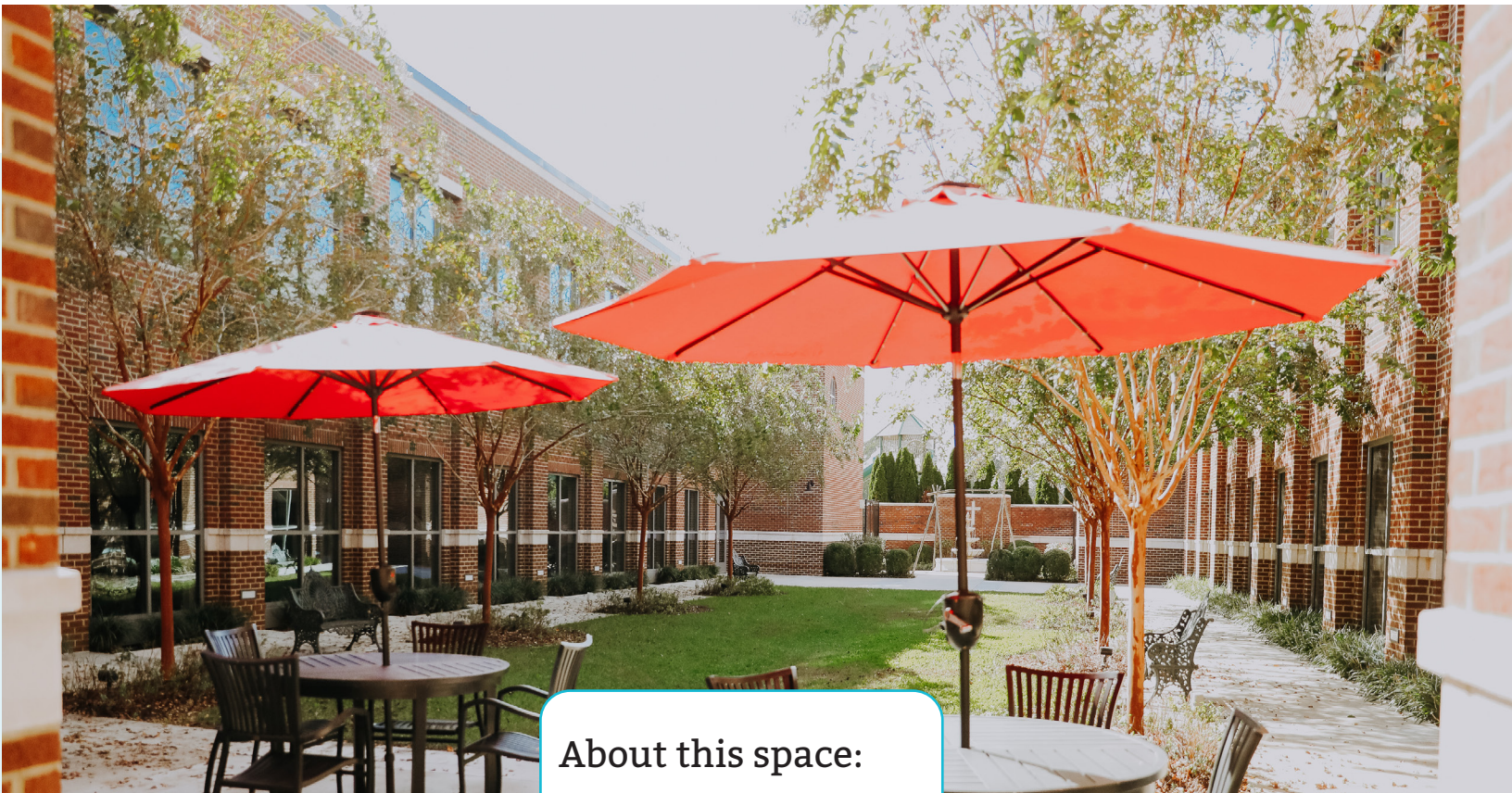


About this space:

Chair Seating: 12

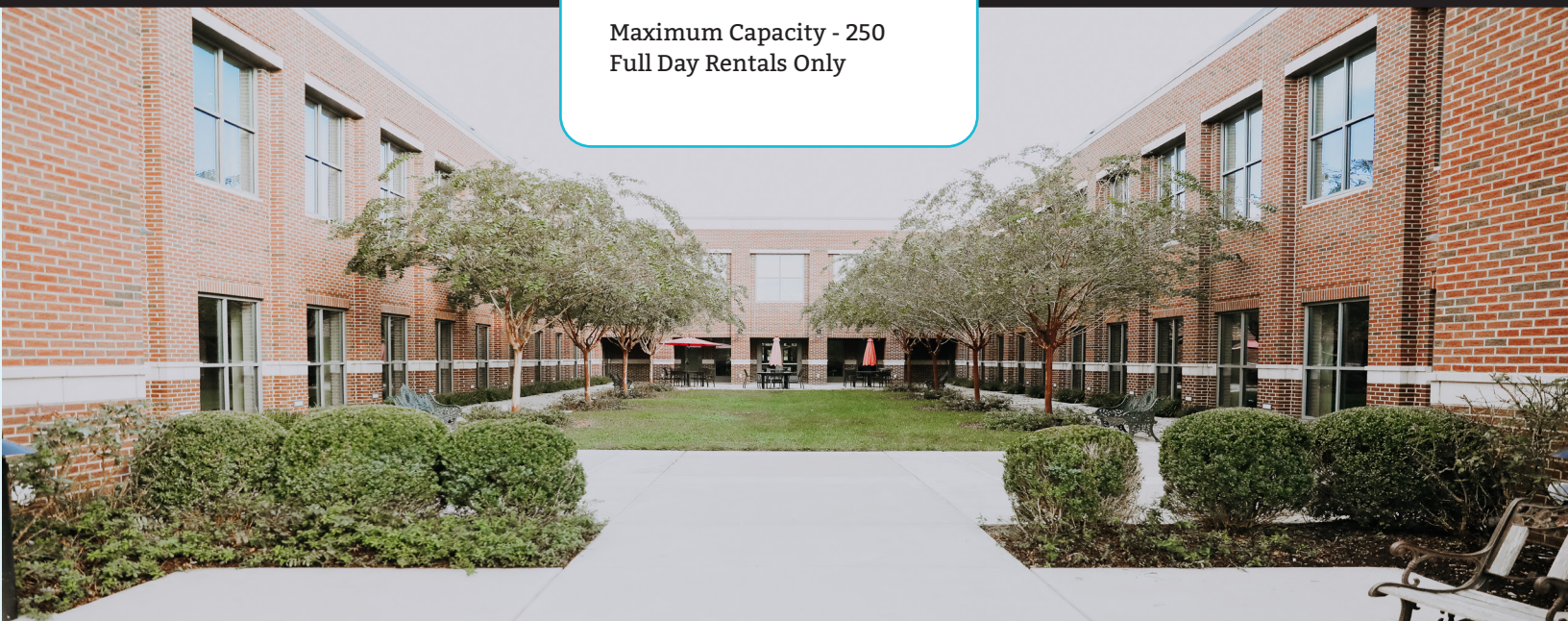
Table Seating: 10 (Rectangle)

Main Campus Grounds - Courtyard



About this space:

Maximum Capacity - 250
Full Day Rentals Only



Main Campus Grounds - Glade Only



About this space:

Glade: 3 Acres - Use of Glade area only and parking lot.

Max. capacity: 500
Full Day Rentals Only

Nikki Swann Photo

Main Campus Grounds - All Campus



About this space:

Campus: 50 Acres - Use of parking lot and grassy areas, including the Glade. Campus-wide rentals avail. for full day pricing only. Building interior access is not available.



Appendix - All the Fine Print About Renting a Room

Fee Includes:

- Set up/tear down
- TV/DVD hookup and is available with smart TV access where applicable.

Additional Cost:

Requests to have food at an event will need to be run through our Kitchen Director, Karen Edwards, as per our food protocol. Catering is available as needed and will be an additional cost negotiated with Karen.

The following items are due before an event can be placed on the calendar:

Please direct emails for payment and insurance to Holli Dawson at hdawson@franklinfumc.org.

- **Payment:**

Payment is due before the event will be placed on the calendar.

- **Certificate of Insurance:**

Outside groups using our facility are required to provide a Certificate of Insurance naming Franklin First United Methodist Church as "Additional Insured" covering liability and property damage with a minimum of \$1,000,000 (one million) umbrella.

- **Security:**

Request for security must be made at least 30 days prior to event & is \$55/hour with a minimum of 4 per security staff.

- **Civic Organizations:**

If you're a civic organization, contact our church office for additional pricing information.

Technical Systems:

- **Wesley Hall, Historic Sanctuary, Asbury Hall & Large Multi-Media Rooms:**

A sound technician is provided upon request. Depending on size of event, additional sound tech. may be needed at an additional price & can be negotiated at \$100/hour.

- **Classrooms:**

Classrooms have TV's with DVD players and HDMI input. Classrooms do not have microphone availability.

Campus-Wide Events :

For all outdoor events, an on-site facility manager(s) depending on the size of the event. One facility manager will be secured per 250 anticipated attendees. These rates are included in the rental fee as stated and may incur a surcharge the day of the event should attendance require additional on-site staff or security that was not previously known. This additional expense will be charged to the rentor post event.

Campus capacity is determined by anticipating 2.5 persons per car with a capacity of 600 cars on our lot at any one time.

50% Deposit Due 30 days prior to event.

