

Franklin First UMC

Room Usage/Rental Book



Main Campus at Mack Hatcher
120 Aldersgate Way
Franklin, TN 37069
615-794-2734

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

franklinfumc.org/Resources

Wesley Hall

About This Space:

Chair Seating: 800

Approximate Table Seating:

400 (Rectangle); 300 (Round)



Historic Sanctuary Downtown

About This Space:

Seating: 325 max.



Asbury Hall

About This Space:

Chair Seating: 150

Approximate Table Seating:

96 (Rectangle); 54 (Round)



The Library

About This Space:

Room Capacity: 14



The Parlor

About This Space:

Room Capacity: 18
(This space leads out onto the Courtyard.)



The Living Room

About This Space:

Room Capacity: 16



Large - Children & Youth Assembly

CHILDREN

About This Space:

Chair Seating: 125

Approximate Table Seating:

75 (Rectangle)

45 (Round)



YOUTH



About This Space:

Chair Seating: 150

Approximate Table Seating:

120 (Rectangle)

75 (Round)

Classrooms

LARGE



About These Spaces:

Medium space: 32 chair seating
10 table seating

Large space: 50-60 chair seating
Table seating: 60 (rectangle)
20 (round)

MEDIUM



SMALL (GALLEY ROOM)



About This Space:

Chair Seating: 12
Table Seating: 10 (Rectangle)

Courtyard

About This Space:

Maximum Capacity: 250



The Glade

About This Space:

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

Maximum Capacity: 500
Full Day Rentals Only



Nikki Swann Photography

All Campus

About This Space:

Campus: 50 Acres - Use of parking lot and grassy areas, including the Glade.

Campus wide rentals available for full day pricing only. Building interior access is not available.



Appendix: Fine Print

Renting a Room

Fee Includes:

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

Additional Cost:

Catering is available through our Kitchen Coordinator, Karen Edwards, and will be an additional cost negotiated with her.

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

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

- **Payment:**
Payment is due before the event will be placed on the calendar.
- **Security:**
Request for security must be made at least 30 days prior to the event & is \$70/hour with a minimum of 4 hours per security staff. Events over 250 people require security, which will be included in the overall price.
- **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.

Technical Systems:

- **Wesley Hall, Historic Sanctuary, Asbury Hall & Large Multi-Media Rooms:**
A sound technician is provided upon request. Depending on size & scope 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 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.

Facility Use Policy

Statement of Policy:

Franklin First United Methodist Church is a place of worship, fellowship, nurture, education, mission, and outreach. All these ministries are strengthened by maintaining facilities that are safe, accessible, attractive, and functional. Significant financial resources have been invested in FFUMC facilities through the generous contributions of its members for over 225 years. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out ministry objectives and goals
- Facilities are properly protected against loss or misuse
- Wise stewardship is practiced through energy conservation, cost reduction, and safety measures
- The life of the facilities is extended through appropriate maintenance

In keeping with this responsibility, and as a United Methodist Church, FFUMC may only host events & activities that are consistent with the Book of Discipline of the United Methodist Church. This includes limitations on hosting other churches, worship gatherings, or Bible studies whose beliefs or practices do not align with United Methodist doctrine, ensuring all use of church property reflects our denominational values and accountability.

Procedures:

1. Eligibility

- a) Activities and programs are limited to the space(s) that is assigned.
- b) Regularly scheduled church meetings and activities of FFUMC will have first priority in the use of its facilities. Other church related meetings and functions will have second priority. Groups outside the church which are nonprofit or ministry related in nature may use the facilities when they are not already scheduled for use by some church function.
- c) Weekend Rentals: FFUMC does not allow outside group facility rentals on Fridays (after 2 pm), or Saturdays and Sundays. Weekend rentals require staffing for setup, oversight, cleaning, and security. Because our team is actively preparing for Sunday morning services, we are unable to provide staff for non-ministry events on weekends.
 1. Exceptions may be considered on a case-by-case basis and must be approved by the Senior Pastor and/or the Operations Team.
 2. Outdoor Only Events will be considered: Events with no need for indoor access (including restrooms, classrooms, or equipment) may be permitted if they do not interfere with ministry activities or Sunday-morning prep.
- d) Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
- e) Fundraising events must have additional approval by the Finance Committee.

Facility Use Policy Cont'd.

- f) The Operations Team of FFUMC will determine the eligibility of an organization to use the church's facilities, and if necessary, the Senior Pastor and/or the Trustees Committee will review for clarification.
- g) A Certificate of Insurance must be provided by all outside groups to FFUMC for the purpose of covering liability and property damage or accidents that might occur on church property.

2. Facility Rental Requests

- a) All rental requests must be submitted to the church office using a Facility Request Form at least 14 days prior to the event. If an outside group uses the facilities on a regular basis throughout the year, a new form must be completed and updated each year. Facility Request Forms are available at franklinfumc.org under the Resources tab.
- b) No date is placed on the calendar until the form has been submitted and approved at the weekly Operations Team meeting. Facility requests will be reviewed each week to determine if there are any calendar conflicts.

3. Set-up and Clean-up Procedures

- a) Upon approval, the lessee must meet with the Facilities Rental Coordinator to review conditions of the church for usage, the expectations and needs for the event and to set a schedule for room set-up and clean-up. The Room Set-up Request is a part of the Facility Request Form and will be the basis for requesting and reviewing set-up.
- b) Additional time for rehearsals, the moving of equipment in or out, etc. must be approved by the operations team at their weekly staff meeting. If furniture or equipment needs to be moved, only church personnel may move it to prevent damage.
- c) After building use, the area should be returned to the same condition before use. If a keycard is given, it must be returned to the Facilities Rental Coordinator immediately after the event or the next business day.

4. Guidelines for Use of Facilities

- a) The conduct of all persons attending programs is expected to be respectful of the environment of the facilities of a Christian congregation.
- b) When children through sixth grade are in attendance they must be under the control of their parents or designated adult(s) at all times and are not permitted to roam freely on church property. Sixth grade youth to age 18 must be under supervision of designated adult(s). See our Safe Sanctuary Policy for reference.
- c) In compliance with the Americans with Disabilities Act (ADA), service animals are permitted in all areas of the church open to the public. Pets, therapy animals, and emotional support animals that are not trained service animals are not permitted inside church buildings. No animals are allowed in food preparation areas such as the kitchen in compliance with TN Code § 68-14-729 (2024).

Facility Use Policy Cont'd.

- d) The use of alcoholic beverages or illegal substances is not permitted in the buildings or on the grounds of the church. There is a designated smoking area at the Main Campus on the southwest corner of the building.
- e) Dining or the serving of food is limited to pre-approved designated areas. Outside catering is permitted. The caterer must abide by the Kitchen Use Policy if using kitchen equipment.
- f) Fog machines are prohibited at both campuses.
- g) The user will be held responsible for any damage done to church property associated with the scheduled event.
- h) The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- i) All groups using the facilities of FFUMC must be furnished a copy of these guidelines.
- j) Publicity material and public service announcements in which the FFUMC name is used must have prior approval by the Communications Coordinator.

