

Rules and Regulations for the Use of WESLEY GARDENS

(Updated March 2013)

CANCELLATION: The Wesley Monumental United Methodist Church ("the Church") retains the right to cancel the contract at any time for violation of the rules described herein or whenever necessary for any reason. If the renter cancels his or her event less than thirty (30) days from the event date, the security deposit is withheld.

CHECK-IN and CHECK-OUT: You will need to be available at check-in **AND** check-out times, or designate another person, so that you/he/she can walk through the property with the Property Manager and make sure that everything is clean, orderly, and undamaged. *This person must be the first person to arrive and the last person to leave.*

The property manager will greet you or your check-in/out person upon arrival, and, if necessary, give a key (available with a \$5 deposit). That same person **MUST** be available to walk-through the property after your event to ensure that all is clean and there are no damages. You do not have to decide who this is before signing this contract, but you **MUST** have that person assigned by the time you arrive at the Gardens.

Check-in time for overnight groups is at 2:00 p.m. Variances from this time must have prior approval. Check-out time is 12:00 p.m. *Any overnight group staying after 12:00 p.m. will have \$50.00 per hour held from their SECURITY DEPOSIT.*

HOURLY RENTALS: Check-in time is to be discussed with the Church Administrative Assistant when booking the facilities. The latest check-out time for parties and gatherings is midnight.

LARGE PARTIES/RECEPTIONS: If you have a party or reception of 50 people or more, we require our Property Manager or one of our Wedding Directors to be present during the reception/party to be certain that our rules are followed and to have someone on hand in case you have questions.

CLEAN UP AND DAMAGES: Premises are to be left in a clean and satisfactory condition. Clean-up instructions are posted in the Big House. Failure to comply will result in forfeiture of security deposit (see fee schedule for security deposit requirements) to cover costs for such labor and expenses to clean and/or repair any and all damage(s). If damage(s) exceed the amount deposited, the group and its leaders agree to pay the church for any and all damages according to a written estimate.

WATERFRONT ACTIVITIES: Crabbing and fishing privileges are included with grounds/dock rental. Currents in the river, submerged pilings under the dock, barnacles on the pilings and other hazards make swimming in the river dangerous without proper precautions and supervision. **Swimming will not be allowed without a qualified Lifeguard and adequate safety equipment, including a life ring and line.** No jumping or diving is permitted from the stationary dock. No diving is permitted from the floating dock.

PARKING: All renters are asked to park in areas marked for parking. The property can hold up to 100 vehicles. There will be **NO** parking on the front lawn and **NO** driving through the gardens or wooded areas. By mandate of the Southside Fire Department, **NO** parking is allowed in the driveway, even for a few minutes, as this may block other renters, the Property Manager, or emergency vehicles from entering and exiting the property. Please restrict vehicle speed to 10 mph.

CUTTING OF PLANTS: No plant, bush, flower or tree may be cut for any reason. If you desire a cutting or a camellia scion, please see a member of the Wesley Gardens Committee or the Property Manager.

PETS/ANIMALS: No pets or animals may be brought to any portion of Wesley Gardens, inside or outside. There is an abundance of wildlife at Wesley Gardens (deer, raccoons, squirrels, etc.). For your safety, please do no attempt to approach, capture, or touch any wild animal.

FURNITURE: Heavy furniture is not to be moved without the expressed consent of the Wesley Gardens Property Manager. Any furniture that has been moved must be put back in its original location.

ALCOHOL, DRUGS, SMOKING, FIREARMS, AND FIREWORKS: No alcoholic beverages or illegal drugs are allowed on the premises. If anyone comes to an event at Wesley Gardens inebriated, you must ensure they leave immediately. Otherwise, we will ask the person to leave and the security deposit will be forfeited. **NO** smoking is allowed in any of the buildings. Firearms and fireworks are not permitted on the premises.

KITCHEN: Although washable pots, pans, and utensils are provided, the renters, **including church members**, must furnish their own paper plates, napkins, cups, knives, forks, and spoons.

CATERING: Any rented tables, chairs, arches, etc. must be placed in an area designated by the Property Manager for safe storage before you leave the premises. It is the renters' responsibility to discuss these arrangements with the caterer. Caterers and/or renters are expected to:

- Furnish all portable equipment, supplies, food, dishes, crystal, silverware, table cloths, napkins, cutlery, serving pieces, paper goods, foil, plastic wrap... etc.
- Setup, serve, and clean up. Wash dishes, sweep floor, and take all trash to the dumpsters.

LINENS: Linens and toiletries are not supplied. Sleeping bags are permitted. **Renters must bring their own pillows, linens, blankets, soap, etc. (see Big House under facilities description).**

DECORATIONS: No nails, tacks or gummed tape may be used on Chapel or Big House furnishings or walls.

FEES: The **total amount due** must be turned in to the church secretary at least fourteen (14) business days before the date of the event (except for weddings – see below). The security deposit (non-members) is requested and held for the purpose of securing the house, buildings, and grounds and is ***entirely separate*** from the total due. When a signed, satisfactory inspection of the facilities is turned in to the church's Administrative Assistant by the Property Manager, the church's Financial Manager will issue a check for the amount of the security deposit, which will be sent back to the renter within approximately a week to ten days from the date of vacancy.

PERSONAL PROPERTY: We cannot be held responsible for any personal property left in any of the Wesley Gardens facilities.

WEDDINGS:

In addition to the rules listed above, wedding parties are subjected to the following:

Fees: If a deposit is required, it is due with your signed contract. All other fees are due 30 days before the event.

Dates & Times: Wesley Gardens does not schedule *any* weddings during the following: Sundays, Holy Week (the week before Easter), the last weekend before Christmas, Christmas Eve, Christmas Day. Wesley Gardens does not schedule any *non-member* weddings during the following: Memorial Day Weekend, Labor Day Weekend, Thanksgiving Weekend, New Year's Eve and New Year's Day.

Weddings with receptions at Wesley Gardens may be held until 5:00 p.m. on Saturday. Weddings without a reception at Wesley Gardens may be scheduled until 6:00 p.m. Church members may schedule Saturday weddings as late as 7:00 p.m. Four hours are allotted for a wedding reception.

Selection of Minister: Pastors of Wesley Monumental United Methodist Church or another United Methodist minister must officiate at or assist in the wedding ceremony. The wedding ceremony will be as prescribed by the United Methodist Book of Worship: A Ceremony of Christian Marriage.

Counseling: All persons marrying at Wesley Gardens will be required to engage in premarital counseling. Appointments for premarital counseling must be scheduled by the bride and groom well in advance of the wedding with the pastor who will be officiating at the ceremony. Our Senior Pastor, Associate Pastor, and Minister of Education are available for counseling during their regular office hours, 8:30 a.m. – 5:30 p.m. Monday through Thursday. Friday and Saturday counseling sessions have a fee of \$75.00 per session. We do not schedule counseling on Sundays.

Church Wedding Director: One of our Church Wedding Directors will serve as the Wedding Director for both the wedding and the rehearsal. If for some reason she is not available, she will provide you with the names of other approved directors. A bridal consultant is welcome to help the bride and her attendants in the Big House. However, once the bridal party leaves the Big House the Church Wedding Director will coordinate the activities of the wedding party. If you have a reception at Wesley Gardens with 50 or more people, we require our Wedding Director to be present during the reception to be certain that our rules are followed and to have someone on hand in case you have questions. However, the Wedding Director is not responsible for directing the entering of the bridal party, coordinating with the D.J., etc.

Music: The music in a wedding service should reflect the highest standards for any act of worship in the house of God. The texts of vocal solos should be biblical or from hymns. The use of secular texts (popular music ballads, love songs, etc.) is not permitted in the wedding service. *Pre-recorded music is not permitted in the Chapel but is permitted at the Gazebo.*

Rehearsal: The rehearsal is scheduled for the day prior to the wedding, lasts a maximum of one hour and may be held from 5:30-6:30 p.m. or from 6:00-7:00 p.m. It is important to start your rehearsal on time, since the pastor, wedding director, property manager and others are all involved. It is up to you, the bride and groom, to insist that members of the wedding party be on time for your rehearsal. We strongly recommend the wedding party arrive 15 minutes before the scheduled time. If a rehearsal exceeds the allotted length, there will be an additional charge of \$25 for each staff member, billed after the wedding.

Photography: Flash photographs are prohibited during the ceremony. If you plan to have a printed program, please include this statement: "To respect the wedding party and their guests, taking photographs is not permitted during the service."

No movement may be made up and down the aisles during the service. If photographs with the minister are desired, they should be taken immediately following the ceremony. Standing on the pews (even with shoes off) is prohibited.

Professional videotape equipment may be used to record the service. You may place one camera at the back of the chapel, operated by an individual or remotely operated. **If the photographer or videographer does not abide by Wesley Monumental's usage guidelines, an invitation will not be extended to them for future weddings and could result in forfeiture of the renter's deposit.**

Decorations: Only fresh flowers are to be used in the Chapel. No artificial greenery or flowers may be used with the exception of silk rose petals, which *must* be used in place of live rose petals to prevent staining of the carpet and the bride's dress. The candles on the altar must be **drip-less**. It is your florist's responsibility to clean the altar area once the arrangement has been placed, prior to the service. No nails, tacks or gummed tape may be used on Chapel or Big House furnishings or walls. The furniture, paraments, candles, flags...etc. in the Big House or Chapel may not be disturbed or moved. The facilities will be open three hours prior to the service for decorating. Cleanup must take place immediately following the end of the event.

Miscellaneous: Flower girls and ring bearers must be at least five years old. Rice or confetti may not be used. Birdseed may be used outside, but may not be brought into the Chapel or Big House.

PLEASE TAKE THE TIME TO CAREFULLY REVIEW THESE RULES FOR THE USE OF WESLEY GARDENS, AND MAKE SURE THAT YOU UNDERSTAND THEM ALL BEFORE YOU SIGN THE CONTRACT.

Wesley Monumental UMC Office: Phone (912) 232-0191 (Mon. – Fri., 8:30 a.m. – 5:30 p.m.)

Wesley Gardens Property Managers: Bill & Cass Thomasson, Phone: (912) 507-8852

FACILITIES DESCRIPTIONS: (for pictures got to www.wesleymonumental.org and click on Wesley Gardens→Facilities under About Us)

BIG HOUSE: The Big House has 14 rooms (7 bedrooms, sun room, sitting room, great room, dining room, serving room, kitchen, utility room) and five bathrooms. It is air conditioned and handicapped accessible. A washer and dryer are available for your use.

Parties/Receptions: 100 seated guests; 150 standing guests

Overnight: Sleeps 26, 10 more sleeping on floors permitted for a total of 36 (see attached diagram).

We provide: paper towels, toilet paper, coffee filters, garbage bags, cleaning supplies, dish soap, hand soap

We do not provide: towels, linens, pillows, tablecloths, toiletries, food & beverages, laundry soap, maid service (you must leave the facilities as you found them.)

Kitchen: The kitchen has two stoves, two large refrigerators/freezers, commercial dishwasher, ice machine, microwave, coffee makers (1 large, 1 small), blender, toaster, pots and pans, dishes and flatware, and some cooking utensils.

Bedrooms: The house has seven bedrooms. See the attached diagram for number and types of beds available in each room.

Bathrooms: The house has five bathrooms, all with showers. One (master bathroom) is handicapped accessible.

Tables and Chairs: We have 13 five-foot round tables. You can put up to eight chairs around each table, but six is more comfortable. We have 6 eight-foot rectangular tables and 2 six-foot rectangular tables. We have plenty of folding chairs (inside use only).

LITTLE HOUSE: Kitchen, Living Room, One Bedroom, One Full Bathroom
Sleeps 2-4; Bedroom contains one (1) full bed; Living Room contains (1) sleeper sofa

NURSERY BUILDING: Capacity: up to 12 infants and/or toddlers

PAVILION, GROUNDS & DOCK: The Pavilion has a gas grill (propane), ice maker, and eight (8) picnic tables which seat eight (8) adults comfortably for a total of sixty-four (64) adults. The men's and women's restroom building is located on the grounds near the pavilion. The grounds contain playground equipment, a basketball court, and hiking trails. See the Rules and Regulations for waterfront activities at the dock.

CHAPEL: The chapel can seat a maximum of one-hundred and ten (110) people. It is air conditioned and handicapped accessible.