

Facility Reservation Request Process

Versailles United Methodist Church
230 Paynes Mill Road
Versailles, KY 40383
859-873-4304
versaillesumc.org

Welcome

Versailles United Methodist Church welcomes facility reservation requests from both church members and the community. Each request is thoughtfully reviewed to ensure the proposed activity aligns with the church's mission, ministry, facility availability, and scheduling priorities. Submitting a request does not guarantee a reservation.

Reservation Request Process

1. A Facilities Use Reservation Form is available in the church office or online. It is to be completed and presented (in person or online) to the church secretary.
2. The requested date and time will be checked for availability and tentatively reserved.
3. The reservation request will be referred to the minister and the Board of Trustees, who will confirm the reservation.
4. The Chair of the Board of Trustees will notify the person making the request if the request has been approved, and the reservation will be added to the church calendar.
5. Necessary request forms, signatures, and rental fees (for non-members) will be filed in the church office.
6. A member of the Trustees, or a designated VUMC member, will oversee each event reserved by a non-member. They will assist with unlocking and locking doors, address concerns, verify cleanup, confirm equipment is properly stored, and ensure the building is secure.

Rental Fees (Non-members)

Rental fees and security deposit listings are available in the Facility Rental Fees document. A copy is available upon request.

Security Deposit

The refundable security deposit must be paid within three (3) business days after the requested date is confirmed. The deposit will be returned within two (2) weeks after the event, provided all facility guidelines were followed and the facilities were returned to their original condition.

Exceptions

Versailles United Methodist Church may make facilities available for special events involving community organizations, churches, and other groups. Requests are considered individually and require approval by the Trustees and/or Pastor.

Cancellation

VUMC reserves the right to cancel a reservation up to 30 days prior to the event. Deposits and fees will be returned. If the renter cancels the event, refunds will be determined on a case-by-case basis.

Approved by the Board of Trustees
Revised July 7, 2026