



The Media Center strives to meet your church's needs as you grow and change. As a result we are making a few changes in the Media Center policies effective immediately. We hope you will welcome them in our effort to make the Media Center as helpful as possible for all its members.

Membership Year: The Media Center is changing from a calendar membership year (January to December) to a 12 month membership based on your joining dates. This will allow churches who join anytime after January to receive full 12 month use of their yearly membership fees. You will receive a notice of the need for renewal one month in advance of expiration. Those churches who wish to pay their membership in December for the following year certainly may continue to do so as well. Membership fees will remain unchanged from last year.

Please fill out the membership form completely as we need to keep our database current due to frequent changes in church leadership. Email addresses are requested when possible for reminders of membership expiration, resource due dates and other pertinent information. Emailing helps keep our costs low, enabling us to purchase more resources for our member churches!

Late Fees: Much grace has been offered in the past regarding overdue fees. Unfortunately, **we are experiencing more and more overdue items** making it difficult to accommodate other reservations. As a result, the Media Center will be enforcing the collection of **all** late fees. Our booking system has been adjusted to allow sufficient time for the post office to return items to us by the due date as long as the items are mailed immediately after the last usage.

Currently, churches are assessed a late fee of \$3.00 per notice sent. Once your church accumulates fees of \$5.00 or more you will not be allowed to borrow any additional items until the overdue item is returned **and** the late fees are paid. Any fees remaining at the end of the membership year will be added onto next year's membership fee.

Please inform all church members who use our resources as one member's late returns will affect everyone at your church!

If you have any questions please contact Susan Arnold, Media Center Specialist, at 800-831-3972 x 139 or email sarnold@eocumc.com

Media Center Membership Form

Valid for 12 months



Telling the Old Story in
New Ways

**East Ohio Conference
United Methodist Church
8800 Cleveland Ave. NW
PO Box 2800
North Canton, Ohio 44720**

**(800) 831-3972 x 139
(330) 499-3972 x 139
Fax: (330) 499-8336**

**Susan Arnold
Media Specialist
sarnold@eocumc.com**

Name of Church: _____

UM District: _____ Church phone: _____

Church Address: _____

City _____ Zip: _____

Church Membership: _____ (United Methodist churches MUST use the figure reported in January for printing in the Conference Journal.)

Contact Person: _____ Phone _____

E-mail: _____

Pastor: _____ Phone _____

E-mail: _____

Media Center fees are based on the <u>number of members</u> of your church or charge. Churches in a charge may join as a charge or individually. (Disciples of Christ churches in Ohio pay \$55 regardless of size.)		
Church Membership	United Methodist Churches	Other churches
Less than 200	\$55	\$77
201-500	\$66	\$99
501 -1000	\$82	\$115
1001 & up	\$99	\$130

REMITTANCE:

Membership fee: _____

Optional UPS delivery \$70 _____
(no charge for US postal service delivery to you)

Amount Enclosed _____

Checks payable to EOCUMC
(to pay by credit card, call the Media Center)

Mail this form & checks payable to the EOCUMC to:

Office of the Treasurer
East Ohio Conference of the
United Methodist Church

PO Box 76019
Cleveland, Ohio 44101-4755
#13868 fund # 9520

Please note that any outstanding fees must be paid before your membership will be renewed for another year.

Office use only: Member # _____