

CHURCH FACILITIES USAGE REQUEST FORM

This form is to be completely filled out (with attachments) and given to the Church Secretary not later than FOUR (4) weeks prior to the date of the activity.

THIS REQUEST WILL ONLY BE PROCESSED WITH \$25.00 ADMINISTRATIVE FEE ATTACHED.

Date Submitted: _____ Date of Activity: _____ **Single Use?** or 1st & 3rd **M Tu W Th F (circle one)** each Month
 or 2nd & 4th **M Tu W Th F (circle one)** each Month
 or Every **M Tu W Th F (circle one)** each Month

Type of Activity: _____
 Number of People Anticipated: _____ Time Needed for Preparation and Clean Up: _____
 Hours of Activity: From _____ Until _____
 Organization: _____
 Contact Person: Name _____ Phone # _____
 Address: _____

LOCATION AND SET-UP REQUESTED

Regularly schedules events have priority for the use of available space. Indicate area required and whether set-up is needed.

Sanctuary _____
 Chapel _____ Table & Chairs, MAX 200 People
 Fellowship Area _____ Tables & Chairs, MAX 130 People
 Kitchen _____
 Narthex _____
 Campgrounds _____
 Cabin _____
 Class Rooms _____ # Adults _____ # Children _____
 classroom requested (check one) _____ Rainbow Room _____ Library _____
 _____ Youth Room _____ Tent Room _____

NUMBER OF GUESTS REQUIRED: _____ Number Tables: _____ Number Chairs: _____
 please attach a detailed set-up diagram to this form.

I, as a representative of the above names organization, agree that I will be responsible for the conduct of the group which has been granted the use of the facilities and shall conform to the official operating policies related to building and campground as established by the Trustees. I further agree to reimburse the Church in full for the fee assessed for the use of the facilities and to comply with the terms and conditions on the reverse side of this form. I realize that adults must be present when the building is open and throughout the activity. This is a requirement, preferably one adult supervisor for no more than 50 minors under the age of 21.

NOTE: Prior to approval, outside parties must show evidence of insurance for bodily injury, property damage, or other loss. A certificate of insurance naming the Church as additionally insured may be required.

Signature: _____ **Title:** _____

***** FOR OFFICE USE ONLY *****

Trustee Approval: _____ Date: _____ **DATE OK ON CHURCH (circle one)**
 Disapproved: _____ Date: _____ **CALENDAR Yes / No**

EXPLAIN DISAPPROVALS:

Trustee Representative: **Signature** _____ **Title** _____

1) Administrative Fee \$25.00 Attached? Yes No (circle one)
 2) Usage Fee _____
 3) Set-Up/Take-Down/Clean-Up Fee _____
4) Total Due _____ **Deposit Amount Paid by**
 cash _____ check # _____
 5) Deposit Paid _____ date paid _____
 6) Balance Due _____

Church Building Room	MEMBER / NOT-FOR-PROFIT ORGANIZATION				SET-UP, TAKE-DOWN, CLEAN-UP FEE			
	1 Calendar Fee	Donation Accepted	2 Donation Fee	1 + 2 = Total Fees	< 50 People	51 - 100 People	101-200+ People	KITCHEN USAGE
Sanctuary	\$25	X	\$100	\$125	N/A	N/A	\$200	N/A
Fellowship Area	\$25	X	\$25	\$50	\$50	\$100	\$200	included
Chapel	\$25	X	\$50	\$75	\$50	\$100	\$200	included
Class Rooms	\$25	X	\$25	\$50	\$50	\$100	\$200	N/A
Narthex	\$25	X	\$25	\$50	\$50	\$100	\$200	included
Campgrounds	\$25	X	\$150	\$175	N/A	N/A	\$200	N/A
Cabin	\$25	X	\$25	\$50	N/A	N/A	\$200	N/A

Church Building Room	NON-MEMBER / NOT-FOR-PROFIT ORGANIZATION				SET-UP, TAKE-DOWN, CLEAN-UP FEE			
	1 Calendar Fee	Donation Accepted	2 Donation Fee	1 + 2 = Total Fees	< 50 People	51 - 100 People	101-200+ People	KITCHEN USAGE
Sanctuary	\$25	X	\$300	\$325	N/A	N/A	\$200.00	N/A
Fellowship Area	\$25	X	\$125	\$150	\$50.00	\$100.00	\$200.00	included
Chapel	\$25	X	\$175	\$200	\$50.00	\$100.00	\$200.00	included
Class Rooms	\$25	X	\$50	\$75	\$50.00	\$100.00	\$200.00	N/A
Narthex	\$25	X	\$50	\$75	\$50.00	\$100.00	\$200.00	included
Campgrounds	\$25	X	\$200	\$225	N/A	N/A	\$200.00	N/A
Cabin	\$25	X	\$50	\$75	N/A	N/A	\$200.00	N/A

ABBREVIATED POLICY ON USE OF THE CHURCH BUILDING

SMOKING is prohibited inside the building. Outside smokers - please be considerate with butts and littering.

ALCOHOLIC BEVERAGES are prohibited inside the church building and on the church grounds.

CHURCH ORGANIZATIONS AND INFRASTRUCTURES

No charge will be made for the use of the Sanctuary, Fellowship Area, Chapel, Class Rooms, Kitchen, Narthex, Campgrounds or Cabin for any organization of the Church or any group formally sponsored by the Church. Special events MUST be scheduled on the calendar through the Church office personnel in advance. Regularly scheduled events have priority as to the use of the available space.

Note: There are three (3) Fees which may apply:

1) Administrative, 2) Usage, and/or 3) Set-Up / Take-Down / Clean-Up

1) **Administrative FEE** of \$25.00 required to schedule the church calendar for the use of any church facility.

This administrative fee is applied toward the total balance due.

Note: Administrative Fees are not refundable if the event is scheduled and then cancelled. Although, an event can be rescheduled using the originally submitted Administrative Fee.

DONATIONS are expected to supplement the costs for routine housekeeping and upkeep of the church facilities, i.e. restroom facilities, lights, heat, etc.

2) USAGE FEES FOR USE OF SANCTUARY, FELLOWSHIP AREA, CHAPEL, CLASS ROOMS, CABIN CAMPGROUNDS

The Sanctuary will be available for **weddings and similar events** on the following usage fee schedule (these fees are in addition to the administrative fee)

SANCTUARY **Members / Not-For-Profit = \$100.00** **Non-Members / Not-For-Profit = \$300.00**

Fellowship Area, Chapel, or other meeting rooms will be available for such events as showers, family gatherings, meetings, etc., on the following usage fee schedule (these fees are in addition to the administrative fee):

**FELLOWSHIP AREA	Members / Not-For-Profit = \$25.00	Non-Members / Not-For-Profit = \$125.00
**CHAPEL	Members / Not-For-Profit = \$50.00	Non-Members / Not-For-Profit = \$175.00
CLASS ROOMS	Members / Not-For-Profit = \$25.00	Non-Members / Not-For-Profit = \$50.00
NARTHEX	Members / Not-For-Profit = \$25.00	Non-Members / Not-For-Profit = \$50.00
CAMPGROUNDS	Members / Not-For-Profit = \$150.00	Non-Members / Not-For-Profit = \$200.00
CABIN	Members / Not-For-Profit = \$25.00	Non-Members / Not-For-Profit = \$50.00

**Usage fee for Fellowship Area and Chapel includes the use of the kitchen.

USE OF KITCHEN AND EQUIPMENT

The Kitchen may be used to facilitate food serving during an event with respect to the following conditions:

- Usage must be designated on the Church Building Usage Application Form at the time of submittal
- Use of the kitchen equipment belonging to the UMW requires special permission from the UMW President.
- All food and drinks must be brought in. No food or drinks will be furnished by the church. Clean-up must be planned for in advance.

NOT-FOR-PROFIT, COMMUNITY AND SERVICE ORGANIZATIONS

The building facilities may be used by not-for-profit, community, and service organizations as described in the above fee schedule. Regularly scheduled events have priority as to use of the available space. The Trustees reserves the right to consider usage requests from Not-For-Profit groups and organizations on a case by case basis.

PROFIT MAKING BUSINESS ENTERPRISES

Use of the building facilities or campgrounds for the sole benefit of profit-making groups is not encouraged and will not be allowed unless the event is in support of fundraising for the sole purpose of the Church. The Trustees will consider use requests from profit-making organizations on a case by case basis. Protecting the tax-exempt status of the Church is a key consideration in the request review. Upon approval, the usage fee structure shall be applied as Not-For-Profit groups above.

CANCELLATIONS

Payment of the fee balance will be due two weeks prior to the event taking place. The balance is refundable if your event is cancelled with 24-hours notice. The Administrative fee is not refundable.

3) SET-UP, TAKE-DOWN, AND CLEAN-UP FEES

Occasionally there is a need for table / chairs / equipment set-ups. Normally this is the responsibility of the event organizer to set-up and take-down as needed. If there is a need for the Church to help in set-up and/or take-down, there will be an additional fee required which is to be paid with the usage fee as listed above.

Set-Up, Take-Down, and Clean-Up fees as required	
Small Groups (< 50 People)	\$50 per event
Medium Groups (51 to 100 People)	\$100 per event
Large Groups (101 to 200 or more People)	\$200 per event

The group / organization shall clean up the area used and return any equipment used to its proper place. After use is complete, the building and/or grounds shall be returned to its original "As-Found" condition. If additional clean-up costs are incurred by the Church, those costs will be the responsibility of the using group.

PLEASE FILL OUT THE "CHURCH FACILITIES USAGE REQUEST FORM" ON BACK.