

ASBURY UNITED METHODIST CHURCH

FACILITY USE REQUEST AND AGREEMENT FORM

Please return completed form to: _____ in the church office at least 1 week in advance of the date requested. Shorter lead time makes it challenging to confirm your reservation!

1: Tell us about you:

Group/Individual requesting use: _____

Date of request: _____

Address: _____ Phone: _____

Alternate Phone: _____ Email: _____

<i>Office Use Only:</i>	
Approved by and date	
Recorded on Master Calendar	
Cc to custodial, ministry, etc.	
Donation	

2: Tell us about your event:

Date(s) requested: _____ If recurring, Start date: _____ End date: _____

Time of day to begin: _____ end: _____

Please describe your event: _____

_____ Estimated number of people in attendance: _____

Member or regular attender who will be present: _____

I have access to the building (key). I will need access to the building.

<input type="checkbox"/> Classroom(s) Specify: _____	<input type="checkbox"/> Library	<input type="checkbox"/> Multi-purpose Room
<input type="checkbox"/> Kitchen Specify: _____	<input type="checkbox"/> Outdoor Area Specify: _____	<input type="checkbox"/> Narthex/Office Foyer Area
<input type="checkbox"/> Other Space Describe: _____		<input type="checkbox"/> ACTS 2 Area Specify: _____

Space/Rooms /Facilities Needed:

<input type="checkbox"/> TV/VCR/DVD	<input type="checkbox"/> Projector	<input type="checkbox"/> Sound System
<input type="checkbox"/> Other Kitchen Equipment, describe: _____		<input type="checkbox"/> _____

Equipment Needed:

Responsibilities of the User

Initials

	Signature of this form indicates acceptance of all applicable fees and conditions.
	<p>The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities.</p> <p>**Please report any damage to the church office promptly.</p>
	<p>The group or individual using the facility is responsible for set up, clean up, return to normal set up of the facility and securing outside doors of the building. This means:</p> <ol style="list-style-type: none"> 1. <i>Collect all garbage into bags and bring it out to the dumpster located at the west end of the church in the parking lot.</i> 2. <i>Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify office so correct cleaning solutions can be used to remove stains.</i> 3. <i>Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.</i> 4. <i>If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.</i> 5. <i>Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.</i> 6. <i>Remove any items put up on the walls or set out in connection with your event.</i> 7. <i>If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Make sure the outside door locks.</i> <p><i>*Cleaning supplies can be found [redacted] Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them.</i></p>
	<p>Kitchen Etiquette: (If using the kitchen)</p> <ol style="list-style-type: none"> 1. <i>Check with church office for availability of date desired.</i> 2. <i>There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen. (If you buy things on sale before your event make sure you have a space to store them, as space may not be available in the church refrigerator.)</i> 3. <i>Please return items to designated cupboards. Cupboards are labeled for your convenience.</i> 4. <i>Please take home all food and beverage items.</i> 5. <i>Clean-up: Please wash and dry all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed. Leave used dish cloths and towels [redacted]. They will be picked up and laundered.</i> 8. <i>Trash: Collect all garbage into bags and bring it out to the dumpster located at the west end of the church in the parking lot. We recycle! Please put recyclables in correct container.</i> <p><i>Thank You for your co-operation. Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the kitchen. If you have any questions, you may contact: _____</i></p>

Signature of Responsible Party

Date