



FACILITY USE REQUEST FORM

Today's Date: _____ Name of Person/Group Requesting Usage: _____

Contact Phone Number/Email: _____

Date the room is needed: _____

Please list a short description of the intended use:

Time of day: Begin: _____ End: _____

Church Representative who will be present: _____

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

ENTRANCES AND ROOMS TO BE USED FOR EVENT

Please alert all attendees to use the designated entrances for your event. Entrances cannot be left open and unattended for any reason. See layout below for options.

Fisher Street (Main Lobby)

Church Street (Playground)

Church Street (Sanctuary)

Bank Street (CDC)

Fellowship Hall (Alley)

Awning Entrance (Alley)

Facilities needed (please circle all rooms you plan to use):

Fellowship Hall Classroom(s) _____ Foyer Area Kitchen

Harter Office Suite Conference Table Parlor Chapel Nave

UMW Conference Room Elizabeth Stanback Room Children's Wing

Equipment needed: _____

Estimated number of people involved: _____

NOTE: "Alcohol and tobacco are NOT permitted inside FUMC facilities at any time."

Please initial here that you agree to these terms _____.

RESPONSIBILITIES AFTER BUILDING USE

Please note that it is the responsibility of the group or individual using the facility to set up, clean up, and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the dumpster.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, notify the office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. 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.
5. Sweep floors and mop. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. Please check the bathrooms and make they are clean prior to leaving. This includes emptying the trash, replacing towels, soap and toilet paper.
8. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off.
9. Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them.

KITCHEN ETIQUETTE

1. Check with church office for availability of date desired and arrange for orientation. (Amy or Murl will complete the orientation).
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you label all of your supplies that you bring to the kitchen.
3. Please return items to designated cupboards.
4. Please take home all food and beverage items. We have limited space to store these in our refrigerator.
5. **Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep and mop floor. **Trash:** Trash should be put in the dumpster.

USAGE GUIDELINES (*Signature of this form indicates acceptance of all applicable fees and guidelines.*)

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.

Please report any damage to the church office promptly. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See “Responsibilities after Building Use & Kitchen Etiquette”)

_____ Date: _____
Signature of responsible party requesting use of facility

_____ Date: _____
Pastor's Signature for approval of event