

BUILDING USE REQUEST FORM

Please refer to Reservation and Facilities Use Policy on opposite side of form

I. Group Information:

Group Name: _____ Contact: _____
 Event: _____
 Mailing Address: _____
 Daytime Phone: _____ Evening Phone: _____ E-mail Address: _____

II. Event Information: *check the one section that applies*

This is a one-time event
 Date/Day of Event: _____

This is an on-going event with regularly scheduled meetings
 Starting Date: _____ Ending Date: _____

Office use only:
 Approved Date: _____
 Denied Date: _____
 Reason: _____

Meeting day of week:	Occurrence:	Dates to be skipped:
<input type="checkbox"/> Sunday	<input type="checkbox"/> Every	<input type="checkbox"/> Day
<input type="checkbox"/> Monday	<input type="checkbox"/> Every other	<input type="checkbox"/> Week
<input type="checkbox"/> Tuesday	<input type="checkbox"/> 1 st	<input type="checkbox"/> Month
<input type="checkbox"/> Wednesday	<input type="checkbox"/> 2 nd	
<input type="checkbox"/> Thursday	<input type="checkbox"/> 3 rd	
<input type="checkbox"/> Friday	<input type="checkbox"/> 4 th	
<input type="checkbox"/> Saturday	<input type="checkbox"/> 5 th	

Event Start Time: _____ AM/PM Event End Time: _____ AM/PM

Set-up time required: _____ Clean-up time required: _____

III. Facility Requested:

Upstairs	# of attendees	Downstairs	# of attendees
<input type="checkbox"/> Kitchen - \$45		<input type="checkbox"/> Room 2 - \$20	
<input type="checkbox"/> Sanctuary - \$50		<input type="checkbox"/> Room 4 - \$20	
<input type="checkbox"/> Pre-K classroom- \$20		<input type="checkbox"/> Room 5 - \$20	
<input type="checkbox"/> Nursery - \$20		<input type="checkbox"/> Room 7 - \$20	
<input type="checkbox"/> Library - \$20		<input type="checkbox"/> Room 8 - \$20	
<input type="checkbox"/> Gathering Space- \$50		<input type="checkbox"/> Shower facilities	
<input type="checkbox"/> AV Staff fee - \$50/hr		<input type="checkbox"/> Meditation Garden, yard, patio - \$30	

Overnight use donation with shower facilities - \$5/person/night requested with \$50 custodial fee

IV. Services Requested:

- Overhead Projector Easel TV/DVD TV/VCR
 Audio – Sanctuary : ____ CD ____ piano ____ sound system
 Visual – Sanctuary : ____ DVD ____ PPT ____ camera
 Nursery or Child Care: *Services must be requested by completing a Nursery or Child care request form.*
- Audio/Video use in Sanctuary
 requires approval and church A/V
 staff for an additional user fee*

Building Use Reservation and Facility Use Policy

Reservation Policy

Please complete this form and submit to the Wellspring United Methodist Church office. After approval by the Trustees Committee, the Church office will notify the group contact person of the availability of facility space as requested. If space is available, the Church office will provide a confirmation of the reservation indicating the assigned meeting room. Church mission and functions receive priority in scheduling. Requests for an on-going event will be received for the current year only. At the end of the current year, renewals may be submitted. Financial commitments must be met to confirm the reservation, unless other arrangements are specified in writing by the Church office. Wellspring United Methodist Church does not assume liability or responsibility for any individual.

Cancellation Policy

Cancellation of reservations must be made promptly with the Church office.

Facility Use for Members and Non-members

Wellspring United Methodist Church members requesting building use are responsible for picking up and returning the church key as established with the Church office. Those requesting building use who are not WUMC members will have a church member assigned to your group to assist you with your arrival and departure.

Facility Use Policy

- ↗ Person in charge of group must be at least 21 years of age.
- ↗ User may not change the assigned meeting space unless confirmed in writing by the Church office prior to the scheduled meeting.
- ↗ User is responsible for making sure their group only uses the rooms and areas they have rented.
- ↗ User is responsible for all damages to the building or grounds occurring during use.
- ↗ User is responsible for abiding by local, state and federal laws.
- ↗ No pets or animals (with exception of service dogs) without prior written approval.
- ↗ Music should not be heard from outside the building after 10:00pm or before 9:00am.
- ↗ Use of alcohol, drugs and tobacco products are prohibited on church property.
- ↗ Telephones are to be used by authorized personnel only.
- ↗ Food and drink are not permitted in the Sanctuary unless with prior written approval.
- ↗ No rice, birdseed or confetti inside or outside the building.
- ↗ No open flames unless with prior written approval.
- ↗ Use of tape or adhesives, nails or tacks on doors, walls, or ceilings is prohibited.
- ↗ User is responsible for returning furniture back to original order as noted on room photos after use.
- ↗ User is responsible for taking out all trash to outside trash cans on the side of the church.
- ↗ If kitchen is rented, user is responsible for washing, drying and putting away dishes and wiping down counters.
- ↗ User is responsible for replacing any materials or items they used.
- ↗ Wellspring United Methodist Church is not responsible for lost or stolen items.

All user groups who have children and/or youth in the building are expected to follow and abide by Wellspring United Methodist Church's Child Protection Policy.
To view form, see church website (www.wellspringmethodist.org) or request copy from church office.

I/We have read and understand the Reservation and Facility Use Policy of Wellspring United Methodist Church. I/We understand that if we have children/youth in the facility, that we will follow and abide by the Wellspring United Methodist Church's Child Protection Policy.

Signature of Contact

Date