



# Aldersgate United Methodist Church

Organized in 1963; the 225<sup>th</sup> anniversary of John Wesley's  
"Aldersgate experience"

235 Park Street, North Reading, MA 01864  
(978)-664-2951 www.aldersgateumcnr.org

## Single Event Usage Agreement

This is to verify that \_\_\_\_\_ (hereafter referred to as "the user") plans to utilize the following area of the Church property. Please check all applicable boxes.

### Area:

- Sanctuary                       Kitchen                       Classroom #1                       Outside area/space  
 Parlor                               Classroom #4

Please describe the nature of the event: \_\_\_\_\_

### Event Size:

- 0 – 200       200 – 300      **Capacity for event is:** \_\_\_\_\_

**\*\* Capacity # determined by fire department, depending on size of room & # rooms used together\*\***

### Use of Church Infrastructure/ equipment:

- Sound system                       Stove                       Coffee makers                       Piano  
 Clavinova                       Tables                       Chairs

The user will be utilizing the area(s) and infrastructure/equipment indicated above, on the date of:

Month: \_\_\_\_\_ Day: \_\_\_\_\_, Year: \_\_\_\_\_ From: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

**\*\*this date & time includes ALL set up & breakdown for the event\*\***

### Fees:

- 0 – 200 @ a fee of :\$175.00                       200 – 300 @ a fee of \$275.00  
 Set up fee @ \$100.00                       Prior day set up fee @ ½ rental fee  
 Breakdown fee @ \$ 100.00                       Sound system fee @ \$50.00  
 Trash/dumpster fee @ \$25.00                       Event longer then 4 Hour fee @ \$25.00/per hour past

### Conditions:

- No smoking in the building
- No consumption of alcohol on the property
- User will be responsible for set up & breakdown unless otherwise stated/ paid for
- User will leave all areas as they have found them
- User will be responsible for any loss or breakage occurred/ing during the event
- User will be responsible for all trash & marterials at end of event unless otherwise stated / paid for

I \_\_\_\_\_ agree the above conditions/ agreement on behalf of the  
Print Name

person(s), individual, organization or group attending the above metioned event.

Signature of Authorized Representative \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The Church Representative for this event is: \_\_\_\_\_ Phone: \_\_\_\_\_

Church Representative will need to open & close the Build for this event.

**\*\*this form is current under review by Trustee and fees subject to change\*\***