

# FACILITY USE REQUEST MACEDONIA UMC

Today's Date \_\_\_\_\_  
Proposed Use Date: \_\_\_\_\_  
Begin Time: \_\_\_\_\_  
End Time: \_\_\_\_\_

Organization Requesting  
Use of  
Facility \_\_\_\_\_

Intended Use of Facility \_\_\_\_\_

Person Requesting Use \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Person to Contact Regarding Use (if different from above) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Part of Facility to be used \_\_\_\_\_

Is Kitchen to be used? Yes \_\_\_\_\_ No \_\_\_\_\_ Size of Group \_\_\_\_\_

*If yes- the kitchen must be clean, items replaced, and trash removed.*

1. No smoking allowed.
2. No Alcoholic beverages shall be consumed on property.
3. No Church property is to be taken out of building.
4. Table & chair set up is the responsibility of the requesting group.
5. Building must be clean and all items returned to their places upon conclusion of event.
6. All trash must be removed from site immediately after the event.
7. All damages incurred during use will be the responsibility of the Person and/or Organization requesting the Facility use.
8. All Amounts must be paid in advance.
9. Mail or bring this form to the church office at least 10 days before event.
10. Please arrange to pick up key before the event and return ASAP after the event.

**Facility Use Fee \_\_\_\_\_ \$150 per building**

*All amounts must be paid in advance and this form mailed or brought to church office at least 10 days before event. By signing this agreement, representative agrees to abide by these rules. Please arrange to pick up key before the event and return ASAP after the event.*

Organization Representative \_\_\_\_\_ Date \_\_\_\_\_

Approved by:  
Pastor, Macedonia UMC \_\_\_\_\_ Date \_\_\_\_\_

Macedonia UMC REP. \_\_\_\_\_ Date \_\_\_\_\_