

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.

Facility Use Fee: \$275 per building for up to 8 hours; \$35 each additional hour

1. No smoking allowed.
2. No Alcoholic beverages shall be consumed on property.
3. Church's paper goods/Styrofoam/plasticware is not to be used.
4. No Church property is to be taken out of building.
5. Table & chair set up is the responsibility of the requesting group.
6. Building must be clean and all items returned **to their places** upon conclusion of event.
7. All **trash must be removed** from site immediately after the event.
8. All damages incurred during use will be the responsibility of the Person and/or Organization requesting use of Facility.

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.

Organization Representative _____ Date _____

Approved by:
Pastor, Macedonia UMC _____ Date _____

Macedonia UMC Contact Person _____ Date _____

Macedonia United Methodist Church, P O Box 235, 23391 Macedonia Rd, Hockley, TX 77447
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