



First United Methodist Church of Bellevue
 1934 108th Avenue NE Bellevue, WA 98004-2828
 Ph: 425-454-2059 Email: office@fumcbellevue.org

DATE(S) OF EVENT: _____
 Original Date of Contact: _____

REQUEST TO USE FACILITIES

Organization/Group Name _____
 Contact Person/Responsible Party _____
 Mailing Address _____
 Telephone: Day _____ Evening _____
 Email _____

EVENT INFORMATION

Nature of event/use: _____
 Number of people expected _____
 Date of event (or day of week if recurring event) _____
 Time of Set up: _____ Time of Take down: _____
 Time of event: Start _____ End _____
 Room(s) needed _____

(You are responsible for your own set-up and clean up. We expect the rooms in use to be returned to the way you found them.)

One time event? _____ Recurring event? _____

Other useful information:

AGREEMENT: NOTICE TO USERS OF CHURCH FACILITIES

The "Facilities Use Request" form requires that each user group hold First United Methodist Church of Bellevue harmless as a result of its requested use. A certificate of insurance indicating full liability is required. **APPLICANT HAS READ AND AGREES TO THE TERMS AND CONDITIONS OF THIS DOCUMENT.**
 (Rules and regulations are listed on the back.)

Agreement for Facility Use: I have read the Facility Use Policy and agree to follow the instructions and guidelines.

Signature of Group Representative _____

Date _____

Approved by: _____ (representative of church)

Total Amount Due: _____

Certificate of Insurance received? Yes No

TERMS AND CONDITIONS

1. A group desiring use of the church should make arrangements with the office manager for permission, use, security and clean-up. Groups must fill out a "Request To Use Facilities" form; a copy of which will be kept on file in the church office.
2. Non-profit groups wishing to use the church must provide proof of non-profit status from the IRS – 501(c)(3). A copy of IRS exemption will be kept on file.
3. A limited number of rentals to for-profit organizations are available on a temporary basis (up to 13 days/year total).
4. Use of any portion of church property shall conform to city fire and safety regulations.
5. Smoking, alcoholic beverages, illegal drugs, and activities that would involve charging admission, door prizes, gambling, and lotteries are not permitted in the church building or on the church grounds.
6. The main kitchen is not available for food cooking or preparation or dishwashing without a paid certified food handler on the premises.
7. Only areas designated in the "Request to Use Facilities" form may be used.
8. Children are to be supervised at all times.
9. Audio-visual equipment belonging to the church is available only when one of our A/V operators will operate the equipment or train your operators to operate the equipment.
10. Pianos in Benson Hall, Sanctuary, and Putnam Parlor are not to be moved without permission.
11. Groups are to return rooms to their original condition and arrangement and be careful to remove any of their own personal belongings. This church is not responsible for personal items left unattended.

CANCELLATION POLICY

Cancellation of facility usage must be provided at least 10 business days prior to the scheduled usage to avoid payment. [Non-usage without appropriate notification will result in usage charge.](#)

Fee Schedule¹

Room	Half Day (up to 4 hours)	Full Day (> 4 hours)
Sanctuary – organ is not available without prior approval	\$300	\$600
Rehearsal in sanctuary (associated with a performance)	\$100	\$200
Benson Hall	\$150	\$300
Fellowship Hall	\$150	\$300
Fireside Room / Parlor	\$80	\$160
Upstairs Kitchen ²	\$40	\$80
Classroom	\$40	\$80
Storage	\$2/square foot/month	
Audio/Visual Assistance	\$55/hr	
Host/supervisor (required in some cases)	\$20/hr	
Moving of equipment in the Sanctuary (except the piano)	\$100	
Custodial Services	To be determined on a case by case basis.	

¹Fee for use by qualified non-profit community organizations, ministry groups and approved for-profit organizations. Long-term rentals to for-profit organizations may be negotiated and will include payment of applicable property taxes.

²Kitchen is not certified for food preparation. Therefore, it may only be used for temporary storage/refrigeration and assembly/layout of pre-prepared foods. The stove/oven, dishwasher and disposal are not being used. Tenants will need to provide their own serving dishes, plates, cups, etc.

- Weddings and wedding receptions are on a separate fee schedule (please see wedding brochure)
- Fee waivers will be considered by the Administrative Board
- Payment for use of facilities should be made to: First United Methodist Church of Bellevue and sent to the church office, 1934 108th Ave NE, Bellevue, WA 98004.

For Office Use Only:

Entered on Master Calendar	
Certificate of Insurance Received	
Proof of Non-Profit Status Received	
Payment Received	
Audio/Visual Arranged	
Host Arranged	
Custodian Notified	