



Midland Nazarene Church

5700 Jefferson Ave.
Midland, MI 48640
989-631-4620

BUILDING USAGE FEES

Check all that apply	Description	Fee**	Date Due	Date Rec'd
	Non-refundable Deposit (reserves the date) (will be subtracted from total of fees)	\$100.00		
	Sanctuary only —(custodian, liaison, sound tech, & computer tech included)	\$350.00		
	Educational Unit only —custodian only (no sound system being used)	\$100.00		
	Sanctuary AND Educational Unit (no sound system in Educational Unit)	\$450.00		
	Sanctuary AND Educational Unit (with sound system & tech in Educational Unit)	\$500.00		

Please make checks payable to Midland Nazarene Church

Event Name _____

Event Date/Time _____

Set Up Date/Time _____

Name of person responsible for event & payment of fees _____

Email Address of person responsible for payment of fees _____

Address of person responsible for fees _____

Phone number of person responsible for fees _____

Signature _____

****Church Members will be given a \$50 discount for sanctuary use.**

There will be NO CHARGE to church members or Ministry Teams for use of Educational Unit, provided they take care of the setting up and taking down of the tables /chairs, and as long as they clean up afterward. Failure to do so results in the forfeiture of the \$50 deposit. If a sound tech is required for the Educational Unit, church members will be charged \$50 to cover the expense of the sound tech.

SANCTUARY— If you are using the Church Sound equipment or Computer/Stage Lights Equipment, then you must use a trained sound tech and/or computer video tech from Midland Nazarene.

Sound Tech needed? Yes No Arrival Time for Sound Tech: _____

Computer Video Tech needed? Yes No Arrival Time for Video Tech: _____

- | | |
|--|--|
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Video System |
| <input type="checkbox"/> Hand Held Microphone | <input type="checkbox"/> I have a Power Point presentation |
| <input type="checkbox"/> Hands-free Microphone | <input type="checkbox"/> I have a DVD that I would like played |
| <input type="checkbox"/> I have CD music to play | <input type="checkbox"/> Other: _____ |

EDUCATIONAL UNIT— Non-Members – The fee you paid includes the set-up & take-down of tables and chairs, and custodial fees for clean up.

EDUCATIONAL UNIT— Members – \$50 Refundable Deposit Required. However, there is NO CHARGE providing that you take care of the set-up and take-down of the tables and chairs, as well as the clean up after your event is over. Failure to do so results in forfeiture of refundable deposit.

Please indicate number of tables needed: _____ Number of chairs: _____

Rooms Requested: Fellowship Hall Other Rooms: _____

You are responsible for supplying all paper products, including tablecloths, plates, napkins, cups, bowls, and eating utensils. You may use church owned serving spoons, spatulas, etc., provided that you wash and dry them, and put them away after use.

You are responsible for all food and beverages. You may use church owned coffee maker (you supply the coffee), pitchers, punch bowls, etc., providing you wash and dry them, and put them away after use.

EDUCATIONAL UNIT— MINISTRY TEAMS— There is NO CHARGE for use of the Fellowship Hall, but you are responsible for set-up and take-down of the tables and chairs, and the clean up after your event.

Ministry Team: _____

Church Member responsible for clean up and locking up of the church: _____

Please indicate number of tables needed: _____ Number of chairs: _____

Rooms Requested: Fellowship Hall Other Rooms: _____

Please stop by three days prior to your activity to see if all needed supplies are on hand.

KITCHEN SUPPLIES:

- | | | | |
|--|--------------------------|--|--------------------------|
| <input type="checkbox"/> Disposable Plates | <input type="checkbox"/> | <input type="checkbox"/> Disposable Bowls | <input type="checkbox"/> |
| <input type="checkbox"/> Foam Cups | <input type="checkbox"/> | <input type="checkbox"/> Plastic Utensils | <input type="checkbox"/> |
| <input type="checkbox"/> Napkins | <input type="checkbox"/> | <input type="checkbox"/> Paper Tablecloths | <input type="checkbox"/> |

PLEASE NOTE THAT FUNERALS MAY REQUIRE YOUR EVENT TO BE RESCHEDULED IF WE CAN'T ACCOMMODATE BOTH EVENTS SIMULTANEOUSLY!

FOR OFFICE USE ONLY

Approved: Yes No

Recorded on Church Calendar:

Copy to: Requester Custodian Kitchen Coordinator Sound Tech Computer Tech

Additional Notes: _____