

Building Use Form

Fenton United Methodist Church
119 S. Leroy St., Fenton, MI 48430
810-629-2132 fentonumc.office@gmail.com
Kathy Butts, Office Administrator

Approved by _____

Date _____

Fee Accessed _____

Event _____ Ministry/Group/Individual _____

Person in Charge of Event _____

Cell _____ Email _____

Address _____

Date(s) Requested _____

Room(s) Requested _____

Set-up Time _____ **Start Time** of Event _____

Finish Time of Event (including clean up of assigned area) _____

- Church Event Non-Profit For Profit
 Key(s) Requested Alarm Procedures Reviewed Campus Map Requested

Person in charge of closing/setting alarm following event _____

Reservation Information

Est. Number of People _____ Kitchen Facilities/Equipment Needed _____

Audio/Video Equipment Needed _____

Set-up Instructions

Room Use Instructions/Policies

- All ministries/groups/individuals are responsible for the clean-up of their assigned area... trash & leftover food disposed of in proper receptacles (bags tied shut) – dirty dishes washed/put away – lights turned off (including bathroom). Only blue painters tape can be used on walls. Custodial fee of \$75.00 may be accessed.
- Take all your belongings with you – leave room as you found it.
- Specific arrangements of tables/chairs must be drawn on back side of this form.
- Audio-Video equipment and special needs must be approved in advance by FUMC personnel. Sound Technician fee of \$75.00 may be accessed.
- All equipment must be shut off after use – failure to do this may result in a fee (if damage occurs).
- 20% deposit is required with approval of this Building Use Form.
- Call the Church Office if your event/activity has been cancelled.
- The above stated ministry/group/organization/individuals will not hold the Fenton United Methodist Church responsible for any injuries or other losses that might incur while on our property. A certificate of property and liability insurance may be required prior to building usage/rental.

Signature

Date

Diagram of Specific Table/Chair Arrangement

Custodial Use Only