

Medford United Methodist Church
Building and Equipment Use Request Form



Today's Date: _____

Requester (name): _____

Organization (if appropriate): _____

Address: _____

Phone number: _____ Email address: _____

Non-profit? YES NO

Member of this church? YES NO

Date(s) requested: _____

Time(s): FROM _____ TO _____ Other time description? _____

Purpose for use: _____

of anticipated participants: _____

Will there be anyone under the age of 18 present? YES NO

Will food or drink be consumed? YES NO

Areas Requested (check all that apply):

Bowker Hall Kitchen Other (please specify) _____

Check all equipment you may be using:

Tables Chairs Church A/V Equipment

Organ Piano Other (please specify): _____

In addition to the requester, please list any secondary contact(s) and contact information.

Additional Name(s)	Contact Information

Additional Comments:

By signing below, I am signifying that I/my organization will follow the General Rules for Building and Equipment Use indicated on page 2 of this form.

Requester's signature: _____ Date: _____

General Rules for Building and Equipment Use

1. Children and youth under the age of 18 must be supervised at all times by at least 2 adults.
2. No smoking anywhere in the building.
3. No alcoholic beverages on the church property.
4. No games of chance on the church property.
5. Use only the rooms you have been approved to use.
6. Be punctual when arriving and leaving from your function.
7. Be responsible with your utility use. Turn off lights if they are not needed, etc.
8. Return all equipment in the condition and in the position that you found them. This includes any approved use of kitchenware.
9. Equipment may not be removed from the church facility without prior approval.
10. Paper products (plates, napkins, cups, plastic ware, etc.) must be provided by the group or individual.
11. Use of the church's pianos, keyboard, or organ is permitted only under the supervision of the Music Director.
12. Use of the church's A/V equipment is permitted only with permission of designated A/V personnel.
13. No nails, screws, tape, staples or markers of any kind may be used on any walls of the building.
14. Leave all areas cleaner than you found them.
15. Take all trash to the outside dumpster.
16. If you've been told that you are the last group/individual using the church, make sure outside doors are locked when you leave.

Fee/Donations

Fees for facility usage are outlined below for non-members of the church. Members are asked to make a donation. The Board of Trustees may reduce or waive fees upon request. At least 30 days notice must be given for fee reduction/elimination to be considered.

Area	Fee**	Saturday Night Premium*
Bowker Hall	\$100/3 hours - \$25 for each additional hour	\$50
Bowker Hall with Kitchen	\$165/3 hours - \$40 for each additional hour	\$50
Other areas	Suitable donation based on activity.	

* Premium will be waived if group sets up chairs for Sunday morning worship according to provided chart.

** Fees are subject to change.

Approvals

Pastor: _____ Date _____

Trustee Designee: _____ Date _____

Kitchen Manager (if kitchen will be used): _____ Date _____

A/V Designee (if church A/V equipment will be used): _____ Date _____

Music Director (if church piano or organ will be used): _____ Date _____

For office use only:

- | | |
|---|---|
| <input type="checkbox"/> Event(s) added to church calendar | <input type="checkbox"/> Signed copy of Use Agreement on file |
| <input type="checkbox"/> Insurance certificate or Hold Harmless agreement on file | <input type="checkbox"/> Fee paid (if appropriate) |