

## WOODRIDGE UNITED METHODIST CHURCH BUILDING USE REQUEST

Member \_\_\_\_\_ Non Member \_\_\_\_\_ Profit \_\_\_\_\_ Non Profit \_\_\_\_\_  
 Group/Organization \_\_\_\_\_ Purpose/Event \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact Person Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Eve Phone \_\_\_\_\_  
 Date Requested \_\_\_\_\_ To/From Time \_\_\_\_\_  
 No of Adults \_\_\_\_\_ No of Children \_\_\_\_\_

| Rooms Requested     | Suggested Donation | Request for Special Room Set-ups |
|---------------------|--------------------|----------------------------------|
| ___ Sanctuary       | \$100.00           |                                  |
| ___ Fellowship Hall | 75.00              | No of tables _____ Chairs _____  |
| ___ Narthex (Lobby) | 50.00              | No of tables _____ Chairs _____  |
| ___ Youth room      | 25.00              | _____                            |
| ___ Classroom #5    | 25.00              | _____                            |
| ___ Classroom #6    | 25.00              | _____                            |
| ___ Nursery         | 25.00              | _____                            |
| ___ Kitchen         | 25.00              | _____                            |
|                     |                    | See additional guidelines        |

In order to keep the church building and its rooms clean, we ask that you agree to the following:

- Absolutely no alcohol or smoking on the premises
  - All donations/payments must be obtained by cash or check two weeks before event date.  
 These include:
    - A \$150 security deposit
    - Food service in any room requires an additional \$50 deposit
    - A \$50 custodial fee
 → The security deposit will only be returned when building keys are returned.  
 → If building key is not returned, a \$50 replacement fee will be charged.
  - To ensure that the security deposit is returned please do the following:
    - ✓ Mop floors after your event.
    - ✓ Clean tables used if food has been served or for any craft type activities.
    - ✓ Empty garbage.
    - ✓ Return furniture and equipment to pre-use arrangement.
    - ✓ Use only rooms agreed to.
    - ✓ Notify staff of any conditions that may need maintenance or repair.
    - ✓ Before leaving, make sure all doors are locked and all lights are turned off (including bathrooms).
- Security Deposit \$ \_\_\_\_\_
- Room Usage \$ \_\_\_\_\_
- Custodial Fee \$ \_\_\_\_\_

I have read and agree to abide with the conditions listed above.  
 By signing below, I understand that I am held responsible for any damages that occur during the time of the event. The Church reserves the right to pre-empt previously arranged building usage.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Administrative Comments: \_\_\_\_\_  
 Pastor's Comments: \_\_\_\_\_  
 Trustees' Comments: \_\_\_\_\_