

# Trinity UCC Building Usage Agreement Form

Name of Requestor:

Date(s) Needed:

\_\_\_\_\_

\_\_\_\_\_

Contact Information of Requestor:

What Time is the event:

Phone: \_\_\_\_\_

(ex: 3-6 pm) \_\_\_\_\_

Email: \_\_\_\_\_

What room(s) are needed: \_\_\_\_\_

Will you need tables/chairs set up (If so, how many, which kind and any special way):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any other special needs/arrangements that need to be made  
(Example: Sound system needed in gym, projector for a room, etc.)

\_\_\_\_\_  
\_\_\_\_\_

if you need set-up time, you must also indicate that \_\_\_\_\_

I \_\_\_\_\_ agree to abide by the rules on the back of this form and all rules of the church.

Signed: \_\_\_\_\_

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For Office Manager Use:

Approved: \_\_\_\_\_

Copy given to Custodian: \_\_\_\_\_

Payment received: \_\_\_\_\_

Is event listed on calendar: \_\_\_\_\_

## **Rules:**

- 1. Requests for the use of rooms and/or facility (other than regular meetings of the church organizations) will be submitted to, and cleared by the Church office. If any requests are made, the church office must clear it with the Church Council.**
- 2. There will be no alcoholic beverages allowed on the church premises.**
- 3. NO TAPE of any kind on walls – must use 3M or Stick-Um.**
- 4. There will be no smoking allowed in the building.**
- 5. All recreational activities in the Fellowship Hall must abide by the rules. An adult must be present at all times to take responsibility.**
- 6. Church council reserves the right to waive the fees for groups such as 4-H, Boy Scouts, Girl Scouts, etc.**

## **Fees:**

### **Non-Members, Inactive Members & Organizations:**

**\$250 – Building/Sanctuary Use for a Wedding (includes sanctuary use and custodial fee.**

**\$100 non-refundable deposit required for custodian and cleaning supplies**

**\$175 – for the Pastor**

**\$50 – If a sound technician is needed for a wedding**

**\$? – for organist (must contact organist for his/her costs)**

**\$100 for Rental of Large Fellowship Hall/Kitchen for potlucks, open house, anniversaries, birthday parties, etc.**

**\$50 for Rental of small fellowship hall/kitchen for same events.**

### **For Church Members**

**There will be no charge, but donations are welcome to cover utility and cleaning costs.**