**Office Use Only: 🗆 Office 🗆 Calendar 🗆 Trustee 🗆 Board 🗆 Custodial 🗆 Office File**

**Board signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_ 🗆 Key Holder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Belleview UMC Facility Use Form Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form is to be filled out and submitted when reserving the church. The customary donation for the facility and custodian must be turned into the church office, in separate envelopes, at least one week prior to the event. Please submit separate checks as directed by the office. Please print.

**Name of group or person:**
If group, include troop number, division, etc.

**Name of person who will be on site and responsible:**
Home Phone: Cell phone
Title/Office

**Date(s) requested:**

Brief description of event:

All functions should be over and done (clean-up, rearranging, etc.) no later than 10:00 p.m. for security reasons. Set-up is the preparation of event, such as decorating and table setting, before the event begins. No alcohol for consumption is allowed on premises!

**Set-Up:** 🗆 Same Day 🗆 Day Before 🗆 Not Needed **Time In: \_\_\_\_\_\_\_\_\_ Time Out: \_\_\_\_\_\_\_\_\_**

**Actual Event Time: Begins: \_\_\_\_\_\_\_\_\_ Ends: \_\_\_\_\_\_\_\_\_**

**Rooms Requested:**

\_\_\_\_ Fellowship Hall Number of persons expected to attend: **\_\_\_\_\_\_\_\_**
\_\_\_\_Kitchen Will food or refreshments be served? **Yes** **\_\_\_\_ or No \_\_\_\_**
\_\_\_\_Class Room(s) #\_\_\_\_\_\_\_\_ Will there be a charge for attendance? **Yes** **\_\_\_\_ or No \_\_\_\_**
\_\_\_\_Sanctuary Number of tables (max 8 chairs per): **long \_\_\_\_ round \_\_\_\_**
\_\_\_\_Other Custodial Service requested: **Yes** **\_\_\_\_ or No \_\_\_\_**

If already meeting at the church, do you have a key? **Yes** **\_\_\_\_ #\_\_\_\_ or No \_\_\_\_**

**Conditions Necessary for Approval:**

\_\_\_\_ I have read the “Facility Use Guidelines” and agree to comply with them.
\_\_\_\_I understand that the facilities are being used at the convenience of the Church and will work with their schedule.
\_\_\_\_I understand that set-up and clean-up are the responsibility of the group/person unless custodial service has been requested and a custodial service donation is made. (customary donation is $100)

 **Signature:**

**ATTENTION**

The person in charge is responsible for:

1. Locking the church: Coordinating with a staff member for locking the church, unless you have a key.
2. Turning off AC or heat.
3. Turning off all lights, including restrooms.
4. NO SMOKING or ALCOHOL for consumption on church property. The person in charge of your group is responsible for seeing that this is enforced.
5. If using the fellowship Hall, please do not drag tables or chairs when moving them.
6. If using tables for crafts, please cover top for protection.
7. Children must be supervised at all times, even on trips to the bathroom.
8. No running in facility.
9. Remove garbage or trash to outside trash bin next to the road when you leave.
10. Not following these policies could result in loss of use of the church facilities.
11. In case of cancelation, please notify at least two days before the event.