

Faith United Methodist Church Building Use Application and Guidelines

Please read and fill-out the building use application below if you are interested in renting church facilities/grounds for your event. This form, along with your deposit, must be submitted to the church office to secure your rental date. Contact the church office at (419)895-1011 opt. 1 to schedule your rental and discuss applicable fees.

Name: _____ Date of Application: _____

Phone: _____
(home) _____ (cell) _____

Address: _____

Date & Time of Rental Request: _____

Purpose of Building Use: _____

Space Requested: (please circle all that apply)

Café Gym Pavilion Classrooms

Guidelines for the care of church facility and grounds...

- To schedule use of the church facilities & grounds, applicant must make arrangements with the church secretary at (419)895-1011 opt. 1
- A fee will be charged for the use of the facility. Total rental payment should be made in advance to Faith United Methodist Church. See attached form for use fees. A Custodial fee is charged to all nonchurch members/participants.
- Church members and regular participants (active in church for one year) may rent the facility by donation. Custodial, Building Supervisor, Media Tech, Sound Tech and Set-up/Tear-down fees will be charged at the regular price if these services are needed.
- A \$50 deposit fee is required by all renters. If the building is returned to its original condition, the deposit will be returned.
- The applicant is required to return the room back to its original condition or the applicant can pay a custodial fee equal to one hour's use of the room.
- If the building is left in an excessively dirty condition, additional custodial fees may be assessed and billed to the applicant.
- You will be responsible to pay for any and all damages to the facility, furnishings, or equipment incurred during the duration of the event.
- Kitchen use with Café rental is limited to sinks and refrigerators. Prior approval is needed for use of other kitchen appliances.
- Any group using the facility is not permitted in other areas of the building that do not pertain to the rental agreement.
- Moving and adjusting church equipment, securing lights and operation of technical equipment must be under the direction of the church personnel.
- Open flame candles are not permitted.
- Smoking is not permitted anywhere in the church building.
- Alcoholic beverages are not permitted in the church or on the grounds of Faith UMC>
- No games of chance.
- Weddings are on a case by case basis, to be discussed with the pastor.

Faith UMC Building Use Fees

****Faith UMC staff will fill out this section of the application****

Members and regular participants¹ may rent church facilities and grounds by donation. Deposit and custodial costs remain as listed below. Under special circumstances building fees can be negotiated at the discretion of the Faith UMC administration. |

Facility	Fee	Cost
Deposit	\$50.00 ²	\$ _____
Gym	\$50.00 per hour ³	\$ _____
Café	\$50.00 per hour ³	\$ _____
Gym & Café	\$75.00 per hour ³	\$ _____
Classrooms	\$20.00 per hour	\$ _____
Pavilion (no building access)	\$10.00 per hour ³	\$ _____
Pavilion & Café	\$60.00 per hour ³	\$ _____
Building Supervisor (if needed)	\$50.00 (2 hours) ⁴	\$ _____
Custodial	\$50.00 (2 hours) ⁴	\$ _____
Media Tech	\$25.00 (2 hours) ⁴	\$ _____
Sound Tech	\$25.00 (2 hours) ⁴	\$ _____
Set Up/Tear Down	\$1.00 per chair & per table	\$ _____
Other Negotiated Fees	\$ _____	
Total Amount Due		\$ _____

Notes

1. Regular participant is defined as active attendee for at least one year.
2. Deposit secures reservation & will be returned if space is left in its original condition.
3. 2-hour minimum
4. \$10.00 an hour for each additional hour

I understand and agree to Faith UMC's guidelines, fees and release of liability.

Signature of Applicant _____

Phone number _____ Date _____

For office use

Approved by: _____

Opening the building: _____

Locking-up the building: _____