

FACILITY USE REQUEST FORM

NORTH WOOLWICH METHODIST CHURCH

**941 River Road
207-442-9564
office@nwmc.us**

Please return completed form to 35 Chopps Cross Road, Woolwich, ME 04579 as far in advance of the date requested as possible to confirm your request.

Payment for facility use is to be given upon booking. Checks should be made payable to: **North Woolwich Methodist Church.**

Name of Person/Group Booking Event: _____ Date: _____
 Name of Contact Person (if different from above): _____ Phone: _____
 Type of Function: _____

Date Requested: _____
Month Day Year S M Tu W Th F S

Time(s) Requested (Set-up and clean-up times must be included in the hours)
 From _____ (AM/PM) To _____ (AM/PM) Event Start Time: _____ (AM/PM)
 Rehearsal time required? YES/NO If yes, Date and time: _____

Fee Schedule for non-members:

USE OR SERVICE	USAGE FEE
Facility Rental	\$100.00
*Refundable Deposit	\$250.00

Fee Schedule for members:

USE OR SERVICE	USAGE FEE
Facility Rental	\$100.00
*Refundable Deposit	N/A

Special Needs (please indicate quantity where applicable):

6' Tables		8' Tables		Round Tables	
Chairs		TV/VCR		Sound System (Sanctuary)	
Video/Computer Projector		Extra Microphones		Nursery	
Piano		Podium		Classrooms	
Keyboard		Kitchen		Coffee Pots	
Refrigerator		Freezer			
Stove		Oven			

- *Refundable deposit: Upon verification by the Trustees that all Building Use Etiquette guidelines have been completed, a refund will be made to the person/organization that submitted the original check.
- A separate Facility Use Request Form, Facility Rental, and Refundable Deposit are required for each date requested.
- A Copy of the requestors Certificate of Liability Insurance is required at time of booking.
- Requests should be made at least two weeks in advance of requested date.
- A request to use the building does not include the services of the pastor. If you desire the pastor's involvement please contact him directly.
- All arrangements are subject to approval by the Trustees of the church, which reserves the right to reject any request for practical or religious reasons.

BUILDING USE ETIQUETTE:

Please note that it is the responsibility of the group or individual using the facility to setup, clean up and return the facility to normal setup after the approved event or activity.

1. The church property is a smoke and alcohol free campus
2. The person/organization is responsible for set up and providing any paper products or food items required
3. Collect all garbage into bags
4. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify the office so they can be removed.
5. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
6. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you, unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
7. Sweep floors and mop as needed.
8. Report any damage to equipment or property to the office. Any damage to equipment or facilities, other than from normal usage, shall be the responsibility of those renting the facility. The Trustees will determine the cost of any needed repairs.
9. Remove any items put up on the walls (do not use tacks or tape that will impact painted walls) or set out in connection with your event.
10. If the building is not in use when finished, please check that all doors and windows are closed and lights are off.
11. Confetti, glitter or rice is not to be used within the church facility or on the church property.
12. **The person/organization requesting the use of the Church facilities hereby absolves the Church, its pastors, leadership, members or people of any liability for personal injury for misconduct to any individual resulting from the use of the Church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the Church office promptly.**

NOTE: Used dishcloths and towels can be left in the kitchen – they will be picked up and laundered.

RENTAL AGREEMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by North Woolwich Methodist Church.

Facility Usage Fee and Refundable Deposit to be paid in full along with this form: _____

Renter's Name: _____ Signature: _____
Please Print Date: _____

Disposition:

Approved Declined

Approval from Trustees: _____ Date: _____

For Office Use Only:

_____ COI Received

Copies to be sent to:

_____ File _____ Trustees

_____ Financial Secretary

_____ Confirmation sent to Requestor