

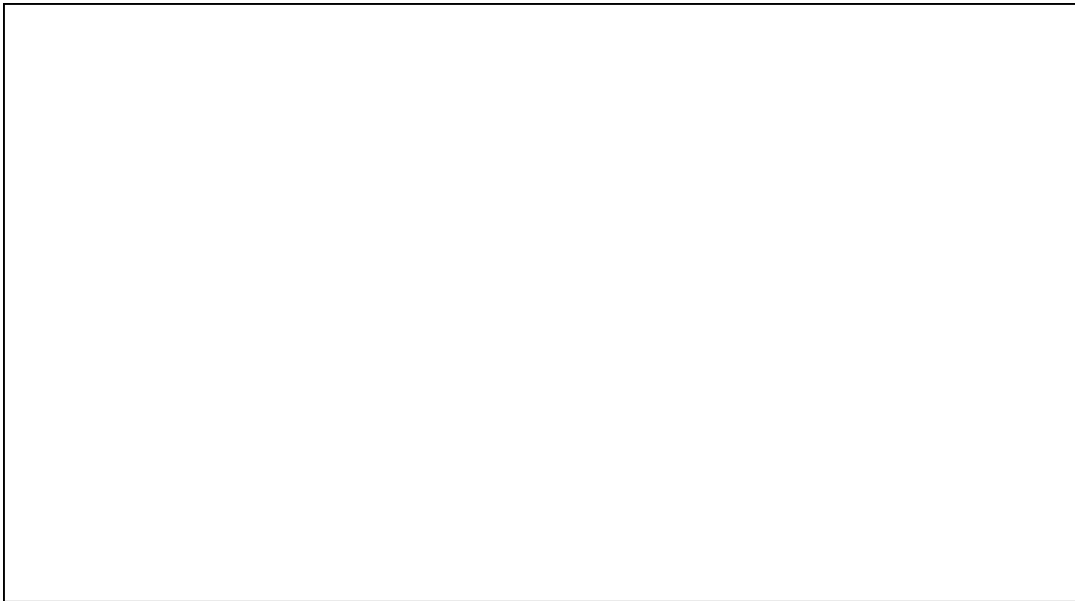
Dear Applicant:

Thank you for considering our facility for your event. Please complete this form in its entirety and submit it to the church office. The completion of this form will prevent overbooking of space and it will inform the church staff of your needs. If there are changes that need to be made regarding the information on the Facility Use Form, please inform the church office as soon as possible to avoid conflicts.

The facilities are to left clean and excess trash should be placed in the **blue trash receptacle** in the custodian's office. Please abide by this procedure unless special arrangements have been made in advance with the church custodian.

IMPORTANT! If you schedule your event on a Saturday or Sunday, you will be responsible for set up and tear down.

Please use the space provided below to indicate how you would like tables and chairs arranged for your event.

A large empty rectangular box with a black border, intended for the applicant to draw or describe the arrangement of tables and chairs for their event.

CC: Custodian
Church Office
Technology Coordinator

Christ United Methodist Church Facility Use Form

Name of Event: _____

Contact Person: _____

Home #: _____ Cell #: _____

Date of Event: Day of Week _____ Month _____ Day _____ Year _____
Set up of event: Date _____ Time: From _____ To _____ AM PM
Time of Event: From _____ To _____ AM PM
Reoccurrence:
One Time <input type="checkbox"/>
Weekly <input type="checkbox"/>
Bi-Monthly <input type="checkbox"/>
Monthly <input type="checkbox"/>
Other <input type="checkbox"/>

<u>Please indicate what facilities you will be using:</u>	
Sanctuary	<input type="checkbox"/>
Brandt Hall	<input type="checkbox"/>
Fellowship Hall	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>
Conference Room	<input type="checkbox"/>
Class Room(s)	<input type="checkbox"/> #: _____
Nursery	<input type="checkbox"/>
CHILDREN ARE <u>NOT</u> TO BE LEFT IN THE NURSERY UNATTENDED!	

<u>Please indicate what equipment you will need:</u>	
Tables	<input type="checkbox"/> # _____
Chairs	<input type="checkbox"/> # _____
Microphone	<input type="checkbox"/>
Power point	<input type="checkbox"/>
CD/MP3 Played	<input type="checkbox"/>
Elevator	<input type="checkbox"/>
Other:	_____

Special Requirements:

Please use the back of the form to let us know how you want the room set up. If your event is on a Saturday or Sunday you will be responsible for set up and tear down. IF YOUR EVENT IS AFTER HOURS OR ON A WEEK-END, YOU ARE RESPONSIBLE FOR OBTAINING THE DOOR KEY PRIOR TO YOUR EVENT!

Trustee policy requires a \$50 deposit for certain events such as birthday parties, showers, receptions, etc.

Deposit Amount _____ Cash Check # _____
Returned to: _____ at _____ (Name) (Address)

I have read and agree to the guidelines for building use. I understand that if my group does not follow these guidelines I could lose my deposit and/or future use of the facility.

Applicant Receiving church official Date _____

Following is a list of guidelines that must be followed in order for your deposit to be returned:

General:

- No children should be in the nursery without an approved nursery worker. If childcare is needed for your event you must contact the office prior to the event to arrange.
- No equipment, including the sound board, items on stage and the computer(s), should be used without the supervision of the sound tech. Arrangements should be made prior to the event if you have a need for any of these audio/visual items. Please make sure you have marked this on the facility use form, then contact the technology coordinator at 563-391-5488 to make arrangements. There may be a fee for the use of this equipment.
- Smoking is NOT permitted in the building.
- All trash should be emptied and taken to the large blue garbage cart in the custodian's office (across from Brandt Hall).
- Children must be supervised at all times.
- The building elevator is kept locked. If your function/activity requires its use, please indicate it on the Facility Use Form.
- If you use tables, please put them back where they were stored when you found them.
- If the people doing teardown are different from the set up people please make sure they know where to replace items (tables, chairs, kitchen utensils, etc.)
- If you are using the facility on a week-end, it is your responsibility to arrange for a church key prior to your event.
- Nothing is to be taped on walls or doors.

Sanctuary:

- No food or drink is allowed in the sanctuary.
- Chairs are not to be moved at any time.

Kitchen:

- Turn off coffee makers and empty coffee ground receptacles.
- Wash and put away any items used.
- Towels should be placed in the receptacle for dirty towels in the pantry.
- Please do not sit on the counter tops or allow your guests to.

Weddings:

- Floral arrangements must be in waterproof containers.
- It is your responsibility to bring any items needed for dressing, decorating, etc (i.e. scissors, makeup mirrors, extension cords, pins). Please do not depend on finding these items at the church.
- Inform musicians, florists and others about the hours the church is open.
- All guests, including children, should be contained in the immediate area of the sanctuary and dressing rooms.
- Have someone responsible for taking down decorations, removing flowers, aisle runner, and cleaning dressing rooms, etc. immediately following the wedding.
- If you provide food and drink for your wedding party before the ceremony, please keep the food in fellowship hall and make sure someone cleans up when finished.
- Birdseed, flower petals, and bubbles may be thrown/blown outside the building as the couple departs. Rice and confetti are not permitted.
- Alcoholic beverages may not be served or consumed on church premises including the bride and groom's areas.
- Wine is prohibited as an item to be used in the "unity" portion of the ceremony.
- Nails, tacks, pins, etc are not be used for supporting any type of decorations.
- At the conclusion of the wedding the couple is responsible for immediately removing all items, including items rented and brought in for use in the wedding. This includes items from the sanctuary, brides' room, groom's room, fellowship hall and any other areas of the church.