

Woodridge UMC Building Use Request

CONTACT INFORMATION

First & Last Name *

Member Non-Member Profit Non-Profit

Organization

Street Address

City, State Zip

Phone Number *

Email *

For Office Use:

- Approved By _____
- Date: _____
- Date reserved _____
- Fees due: \$ _____
- Insurance form rec'd
- Safe Sanctuaries Policy
- Fees paid (if app.)
- Keys released, if needed
- Keys/Deposit returned

EVENT DETAILS

Name of Event: (as it is to appear on calendar) *

Event Description * *Please briefly describe your event/purpose.*

Date of Event * (MM/DD/YYYY) *

Event Start Time *

Event End Time *

Time Needed Before Event (for setup)

Time Needed After Event (for tear-down)

Anticipated Attendance * Number of Children

Does This Event Reoccur? If So, How Often?

Room(s) Requested

- Sanctuary
- Bonfal Hall
- Narthex (Lobby)
- Standing Rock
- Trinity
- Kitchen
- Siple Conference Room
- Youth room
- Office

Suggested Donation

- \$100.00
- 75.00
- 50.00
- 25.00
- 25.00
- 25.00
- 25.00
- 25.00
- 25.00

Room Set Up

Please attach a diagram for special set-ups.

No. of Tables

No. of Chairs

Sanctuary Needs

- Sound Board
- Live Stream
- Presentation

Building Use Agreement

To keep the church building and its rooms clean & safe, we ask that you agree to the following:

- Absolutely no alcohol, drugs or smoking on the premises
- **Holy Week (the week between Palm Sunday and Easter) rentals are allowed only on a case-by-case basis and might require extra courtesies.**
- **Bonfal Hall must have bar removed from door before use and replaced after use.**
- Long term users will be asked to sign the Shared Spaces Agreement annually.
- Use of the sound board/livestream/monitors in the Sanctuary requires that one of the church's technical crew be present for a reasonable honorarium.
- All donations/payments must be obtained by cash or check two weeks before event date.
 - For large events and weddings, these include:
 - A \$150 security deposit
 - A \$75 custodial fee
 - **A \$50 key deposit is required from all groups when a key issued to them.**
 - The security/key deposit will be returned after receipt of building keys.
- The below needs to be followed by all renters especially by those with a security deposit to ensure that the deposit is returned:
 - ✓ Clean tables used for any craft/food type activities.
 - ✓ Empty garbage. Place food garbage into a lidded container or take to dumpster.
 - ✓ Return furniture and equipment to pre-use arrangement.
 - ✓ Use only rooms agreed to.
 - ✓ Notify staff of any conditions that may need maintenance or repair.
 - ✓ Before leaving, make sure all doors are locked and all lights are turned off (including bathrooms).

I have read and agree to abide with the conditions listed above.

By signing below, I understand that I am held responsible for any damages that occur during the time of the event. The Church reserves the right to pre-empt previously arranged building usage.

Signature:

Date: