

WOODRIDGE UNITED METHODIST CHURCH BUILDING USE REQUEST

Member _____ Non-Member _____ Profit _____ Non-Profit _____
 Group/Organization _____ Purpose/Event _____
 Contact Person _____
 Contact Person Address _____ City, State, Zip _____
 Day Phone _____ Eve Phone _____
 Date Requested _____ To/From Time _____
 No of Adults _____ No of Children _____

Rooms Requested	Suggested Donation	Request for Special Room Set-ups
___ Sanctuary	\$100.00	
___ Bonfal Hall	75.00	No of tables _____ Chairs _____
___ Narthex (Lobby)	50.00	No of tables _____ Chairs _____
___ Youth room	25.00	_____
___ Standing Rock	25.00	_____
___ Trinity	25.00	_____
___ Kitchen	25.00	
___ Yellow Room	25.00	

Please attach a diagram for special set-ups.

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.**
- 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 type activities.
 - ✓ Empty garbage.
 - ✓ 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: _____

OFFICE USE ONLY

Security Deposit \$ _____

Room Usage \$ _____

Custodial Fee \$ _____

Administrative Comments: _____

Pastor's Comments: _____

Trustees' Comments: _____