

**Aldersgate United Methodist Church
Mifflintown, PA
FACILITY USE REQUEST FORM**

Please return completed form to the church office as far in advance of date requested as possible to confirm your reservation. Your date is not reserved until this form is submitted.

1. Name of Individual or Group: _____

TODAY'S Date: _____

2. Address: _____

Phone #: _____

3. Date(s) Requested: _____

If recurring - Start date: _____ End date: _____

4. Time of day: Begin: _____ End: _____

5. Member or regular attendee who will be present, if applicable:

6. I have access to the building (key). Yes or No (Circle one)

I will need access to the building. Yes or No (Circle One)

7. Facilities needed (please circle all rooms you would like to use):

Sanctuary

Chapel Room

Fellowship Hall

Upstairs Classroom

Kitchen

Other _____

Downstairs Classroom(s) _____ How many? _____

8. Equipment needed:

TV/VCR/DVD

High chairs

Coffee Pot(s)

Ovens

Roasters

Paper products (there will be a nominal fee to replace used items)

There will be a fee for the following services (\$25/hr; 1 hour minimum charge; additional charges may be assessed by the pastor or Sound Tech):

Sound System

Projector & Screen in Sanctuary

9. Custodial Services must be discussed with the Pastor and/or custodian to determine need. There will be a base fee of \$25/hr (minimum 1 hour). An estimate will be done to determine the cost of cleaning based on rooms used and activity to be held.

10. Please explain activity to be held:

11. Estimated number of people involved: _____

12. If there are children or youth present at your event you must be in compliance with the church's *Safe Sanctuaries* policy. See brochure to make sure you are in compliance. A complete policy is located in the church office.

The person/organization requesting the use of Aldersgate United Methodist Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury 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 at 717-436-6750 or the church janitor (Ryan) 717-363-0588. Call the church janitor when your event is complete.

Signed: _____ Date: _____

**The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use")*

For office use only:

Approved by: _____ Date: _____

CC: ___ (Custodian) ___ (Office) ___ (Building) ___ (Ministry Coordinator) ___ (Other)

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity unless other arrangements have been made.

1. Collect all garbage into bags and bring it out to the dumpster located in the parking lot.
2. Wipe off tables. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event.
Return all rooms used to their normal set up.
4. 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.
5. Sweep floors and mop as needed.
6. Report any damage to equipment or property promptly to the church office, or the church janitor.
7. Remove any items put up on the walls or set out in connection with your event.
8. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock exterior doors.

*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them.