



# REQUEST FOR USE OF CHURCH FACILITIES

Today's Date: \_\_\_\_\_

Name of Group/Organization: \_\_\_\_\_

### USAGE INFORMATION

Type of Function: \_\_\_\_\_

\*Date(s) Needed: \_\_\_\_\_ Hours Needed: From: \_\_\_\_\_ To: \_\_\_\_\_

What Area/Room/Hall are you requesting? \_\_\_\_\_

Estimated number of persons attending: \_\_\_\_\_

Is this a fund raising function? If yes, give particulars:       Yes                       No  
\_\_\_\_\_  
\_\_\_\_\_

Who will receive proceeds? \_\_\_\_\_

### KITCHEN INFORMATION

Are kitchen facilities needed?       Yes (full)                       Yes (water)                       No

If yes, Is a meal being served?                       Yes                       No

Is a meal being catered?                       Yes                       No

Is the stove needed?                       Yes                       No

Will table settings, silverware, etc. be needed?       Yes                       No

Other items needed:  
(Dishwasher may be used by Special Permission only)

### CONTACT INFORMATION                      \_\_\_\_\_ *Member*                      \_\_\_\_\_ *Non-Member*

Name of Chairman/Leader/Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ADDITIONAL RULES AND INFORMATION

- The adult person that signed the form needs to be present for the entire event.
- The group or people need to stay in specific agreed-upon areas.
- The Fitness Room is available upon request and with a signed Shiloh United Methodist Fitness Room Waiver and Code of Conduct.
- The church building and church equipment needs to be cared for in a way that does not put it at risk of being damaged. (Example: Absolutely No Dunking on Basketball Rims)

**REQUESTS OF MORE THAN 4 HOURS IN DURATION, 40 OR MORE PARTICIPANTS, AND ALL OVERNIGHTS**

**REQUIRE APPROVAL OF BOARD OF TRUSTEES**

**\*Requests must be made at least 30 days in advance**

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**FOR OFFICE USE ONLY**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FACILITIES USAGE POLICY

On occasion, groups or individuals make requests to use the facilities at Shiloh UMC. In order to accommodate these requests, the Trustees of Shiloh UMC set forth the following guidelines as to who can use the facilities and on what conditions.

1. Contact church office for date availability and scheduling.
2. A Request for Use of Church Facilities form must be completed and returned to the church office at least 30 days prior to the event. These forms can be picked up from the main office of the church or downloaded from the church website. The individual or group making the request will be advised of the terms of the usage.
3. Applicants who are members of the congregation at Shiloh will be given preference over applicants who are not members if any conflict arises on a specific date.
4. It is the policy of Shiloh to allow use of our facilities by non-profit groups for various activities including fund raisers.
5. If a request for usage is approved, the following will apply: (person responsible refers to person reserving space)
  - a. The person responsible must be present at all times during the event.
  - b. The person responsible must arrange access to the area.
  - c. The person (group) is responsible for own set up and clean up including special needs, e.g., sport equipment, table/chairs, etc.
  - d. The group is restricted to the area reserved.
  - e. Decorations are not to be nailed or tacked to any surface. **ONLY masking tape should be used, if needed.** All decorations must be removed by the responsible party immediately following the event.
  - f. The person responsible must make sure everyone is out of the building and all lights have been turned off when vacating the building.
  - g. All doors will be locked by the custodian at 9:00 PM. Re-entry after that time will not be possible.
6. It is the policy of the Trustees that if the church is used by a group or individual, it must be cleaned up after the event and left the way it was found.
7. Under no circumstances will the serving of alcohol or gambling in any form be allowed on our premises. If this rule is violated, the Trustees reserve the right to cancel the event immediately and ask the group or individuals to leave the premises if the event is in progress. It is the policy of the United Methodist Church that these types of activities are not permitted on our premises or to be done using our name.
8. No pets are permitted inside the buildings without specific authorization.
9. Shiloh is a non-smoking facility.

### EXPECTATIONS FOR USE OF BUILDING

- All trash must be removed from the assigned area and surrounding common area, bagged, and properly disposed of in the containers located in the back parking lot of the building.
- Assigned area and surrounding common area (e.g., kitchen/kitchen serving area, bathrooms, showers) must be cleaned and left the way found with all supplies, equipment, etc., returned to appropriate space.
- Decorations must be removed by the responsible party or group immediately following the event.
- The cost of non-routine cleaning or repairing the assigned area and/or adjacent common areas or equipment as a result of use by guests shall be assessed and billed to the group or individual.

I have read and understand these criteria.

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Signature

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Date