

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 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 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**

FOR OFFICE USE ONLY

Approved By: _____

Date: _____

Person Notified: _____

Date: _____

By: _____

Location/Equipment to be used: _____

FACILITIES USAGE POLICY

The people of Shiloh have worked hard to maintain a great place for ministry and events. As a leader in Delhi, we are honored to offer the use of our facility for mission, ministry, and other events. Please use the following policy to guide our relationship:

All scheduling will be done through the church office. Scheduling is generally on a “first-come, first-served” basis, but certain items take priority.

Prioritization of use:

- 1) Because we are a church, funerals will always take top priority. This is among the highest calling of a church. Every effort will be made to accommodate other events.
- 2) Regularly scheduled church events. Some take the entire building, others do not. These include, but are not limited to:
 - a) Sunday morning – Entire Building. No other items will be scheduled in the building prior to 1:00 PM on Sundays.
 - b) Preschool – Education Wing. Monday – Friday, 8:00 – 3:00 during the school year.
 - c) Wednesday Night Kids Club – Entire Building. Wednesday, 5:00 – 9:00 during the school year.
 - d) Youth Fellowship – Youth Hallway (including gym). Sunday, 6:00 – 9:00.
 - e) Chancel Choir Rehearsal – Asbury Hall – Wednesday 6:00 – 9:00.
- 3) Other Church program events scheduled by church ministries, including, but not limited to: Family Ministries, United Women in Faith, Church Administrative Committees (Leadership Council, Trustees, SPPRC, Nominations, Finance), Music Ministry, Children’s Ministry, Youth Ministry, Preschool, Adult Discipleship.
- 4) *Church Members’ personal events (weddings, birthday parties, anniversaries, etc.)
- 5) Community Partners (AA, NA, Oak Hills Schools, Boy Scouts, Masons, United Methodist Churches, etc.)
- 6) *Other Community Individuals or Organizations for personal events (including weddings).
- 7) *Business or other Community for-profit organization.

*Subject to building use fees and deposits – see fee schedule.

Policies for usage:

1. Person Responsible must arrange access to area with the Church Office. This person is responsible for access to the church during the event (if during non-church hours) and securing the facility at the end of the event. This includes turning off all lights.
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. If a request for usage is approved, the following will apply:
 - a. The Person Responsible must be present at all times during the event.
 - b. The Person Responsible must take care of their own set up and clean up including special needs, e.g., sport equipment, table/chairs, etc.
 - c. Outside groups that include children, youth, and/or vulnerable adults (including overnight events) – must obtain a copy of our Safe Sanctuary Policy and abide by its provisions.
 - i. Children are to be supervised at all times and not allowed to roam freely through the building. Our primary concern is for their safety.
 - ii. A separate form will be signed by the Person Responsible agreeing to abide by this policy.
 - d. The group is restricted to the area reserved.
 - i. The Stage in the Gym, the Sacristy, and staff offices are always restricted areas.
 - ii. The preschool rooms are only available with special permission from the Preschool Director.
 - e. Decorations are not to be nailed or tacked to any surface. **ONLY PAINTERS TAPE should be used, if needed.**
 - f. All decorations must be removed by the responsible party immediately following the event.
 - g. All furniture must be put back where it was if you moved it.
 - h. 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, including trash removal. Areas left uncleaned will forfeit your deposit.
 - i. 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.
3. No pets are permitted inside the buildings without specific authorization.
4. Shiloh is a non-smoking and non-vaping facility.
5. Shiloh is a weapon free facility.

I have read and understand these criteria.

Signature

Rev. 06/2025

Date