

FACILITIES CALENDAR REQUEST FORM

Please Note: Requests are not confirmed until you receive notification of approval.

Name of Group: _____ Today's Date _____ Time _____

Title of Event _____ DATE OF EVENT _____

Purpose of Event _____

_____ Church related _____ Non-Church related _____ Church Member _____ Non-Member

Is there a fee charged for attendance? Yes ___ No ___

Reserve Time (Arrival to set up) _____ Am Pm - Last person to leave _____ Am Pm

EVENT TIME (actual time of the event) Beginning _____ Am Pm - Ending _____ Am Pm

Is this a recurring event? If so give frequency and start/end dates _____

People Expected _____ Space Requested _____ Second Choice _____

Key(s) needed ___ Yes ___ No - Which ones? _____ Pick up Date/Time (48hrs prior) _____

Who will pick up and return keys? _____ (A key deposit is required)

Person Submitting: _____ Home Phone _____

Work or Cell Phone _____ Email _____

Person responsible for: Cleanup _____ Locking building _____

Do you agree to the Usage Policies outlined on the back of this form? *Signature* _____

RESOURCES REQUESTED: Circle what you need and give quantity where indicated.

TV/VCR TV/DVD Projector Screen Sound System Sound Tech

Overhead Projector Tables # _____ Tablecloths # _____ Chairs # _____

Digital Projector Other _____

ROOM /SPACE SETUP: Describe in detail the setup needed for your event. Include a drawing below.

If the event is cancelled, call Jennifer at 264-6090 Ext 224 or Facilities@booneumc.org / Fax 264-6093

Office Use Only

Usage Fee: _____ Collected: _____ Church Donation/Gift Cash ___ Check ___ Other ___

Custodial Fee: _____ Collected: _____ (Custodial Fees for all weekend events)

Approved By: _____ Date: _____ Notified Requestor: _____

Boone United Methodist Church Facility Use Policies

FOR A COMPLETE LIST OF POLICIES PLEASE SEE THE FACILITIES USE BOOKLET IN THE CHURCH OFFICES.

A master calendar is maintained in the church office for all meetings and events. The Church Facility Manager is responsible for assigning appropriate space to groups using the facility in coordination with the church staff and the Board of Trustees.

Failure to adhere to the Policies outlined in this document may result in the forfeiture of usage.

The following rules apply to ALL properties owned by Boone United Methodist Church:

*The facilities may not be used for political and/or commercial purposes.

***The facilities may not be used for profit making functions.**

The following are prohibited:

*Serving or possession of alcoholic beverages or illegal substances.

*Possession of weapons, concealed or otherwise.

*Use of tobacco products in the church building.

*Unsupervised groups of young people and/or children.

*Pyrotechnics (fireworks) inside or outside the facilities.

*Moving the sanctuary piano or organ.

*Food or drink in the sanctuary.

*Animals inside the church property not restricted to a kennel or cage; the only exception is for service animals.

*Removing church equipment and furnishings (i.e. dishes, utensils, tables, video equipment, etc.) from the property.

*Fires outside the Picnic Shelter grills.

*Unauthorized people in the Audio/Video Booth or the Kitchen.

*Any activity that in the judgment of the Trustees could result in harm to the participants or abuse to the building.

Any group using an area will be responsible for the following: (If some cases it is a required to hire a custodian - see BUMC Fee Schedule.)

*Make arrangements to pick up keys and return them within 48 hours.

*Setting up of tables and chairs and returning them to the proper place.

*All equipment returned to storage place.

*Tape is not to be used on the floor in the Family Life Center.

*Floor is to be swept (and mopped if necessary).

* Bathrooms are to be checked and cleaned is necessary.

*Trash is to be removed and placed in the dumpster.

*Lights are to be turned off.

*All exterior doors are to be checked and locked.

I have read and agree to follow these facility use policies. Date _____

Signature of person in charge of event