

BUILDING USE APPLICATION FORM

Wesley United Methodist Church, 903 Center St., Bryan, OH 43506
 PH:(419)636-6721 FAX:(419)636-8050

[Next Trustees Meeting: _____]

Date of this Application _____ **DATE OF BUILDING USE** _____

Hours of Building Use (including set-up/clean-up): From _____ To _____

Applicant (Individual; Group) _____

Applicant Address _____

Reason for Building Use _____ Number of People Expected _____

Contact Person - Name _____ Ph: H: _____ W: _____

Room(s) Needed:

- | | |
|---|--|
| <input type="checkbox"/> Fellowship Hall (\$30) | <input type="checkbox"/> Sanctuary (\$25) |
| <input type="checkbox"/> Lounge (\$15) | <input type="checkbox"/> Chapel (\$15) |
| <input type="checkbox"/> Classroom (\$15) | <input type="checkbox"/> Nursery (Additional Charge) |

Additional Needs:

- | | |
|--|----------|
| <input type="checkbox"/> Kitchen (The Hospitality Committee has been contacted. Yes No) | \$ _____ |
| <input type="checkbox"/> Sound System (Program Resources has been contacted. Yes No) | \$ _____ |
| <input type="checkbox"/> Custodian* (Will need a custodian available during this event. Yes No) | \$ _____ |
| <input type="checkbox"/> Room Set-up (Additional fee) | \$ _____ |

*(For room set-up and other needs, please submit attached **Custodial Request Form**)*

Applicant requests no Custodian; Wesley member _____ agrees to be responsible for the following: ▶ Room clean-up ▶ Restrooms tidy (if used)
 ▶ Lights shut-off ▶ Doors locked

Building / Room Key (\$5 Refundable Deposit Required)

_____ [Trustee's Initials - Okay]

All events using the church facilities must be cleared through the church office and calendar. The church reserves the right to cancel/move/reschedule according to church program needs.

The Board of Trustees of the Wesley U.M.C. has been designated as the official group responsible for the special use of the church facilities. The church has adopted the attached **Rules and Regulations** to assure the best possible use of the building and facilities. *(Please detach and keep the white sheet; sign your initials here after you have read that white sheet completely.)*

_____ [Applicant's Initials - Read]

▶ Building use is limited to those **non-profit** activities which are in harmony with the ideals and principles of the church. Use of kitchen or facilities for *fundraisers* will be approved only for church-related or **not-for-profit** groups.

*A fee schedule has been established by the Board of Trustees to help defray the expenses incurred by opening the church building for such use.

(Please see reverse side for additional information.)

FOR CHURCH USE ONLY

Trustee Signature _____	Date _____	Approved Fee for Building Use Only _____
Hospitality/Approved by: _____	Date _____	Approved Fee for Hospitality Services _____
Program Resources Person _____	Date _____	Approved Fee for Prog. Res. Services _____
Custodian Notified _____	Date _____	Approved Fee for Custodial Services _____
Request Custodian Do Room Set-up _____		Approved Fee for Room Set-up _____
Use of Key okayed by _____	Date _____	Refundable Deposit _____

TOTAL FEES DUE..... _____

Event has been written on the official calendar in the church office? (Yes No) Date _____

Applicant must submit proof of Insurance to Trustees? (Yes No)

Applicant has been notified of Trustees approval (or denial) and of the fees? (Yes No) Date _____

Applicant has paid the required fees? (Yes No) Date _____

Make checks payable to Wesley U.M.C.

CUSTODIAL USE POLICY: If a church custodian will need to be on duty at a **non-church related activity**, the fee for custodial services on Friday evening, Saturday or Sunday is \$15 per hour for non-church related activities.

KITCHEN USE POLICY: Kitchen equipment is not loaned out. Those wishing to use the Wesley kitchen must have **prior approval of the Wesley Hospitality Committee before being scheduled** and for the designation as to who is to be responsible for the facility.

SPECIAL DINNERS: The Wesley Hospitality Committee must be contacted and must give their approval before presented for Trustee approval; and an agreement must be negotiated with the Hospitality Committee who will set their price for the meal. (Additional fees for building use and custodial services may be applicable.)

SIGNATURE OF APPLICANT: _____ DATE: _____

Additional Comments: