Today's Date _____

Building Usage Request Form for Walkersville United Methodist Church

Contact Person's Name: _____ Home Phone: _____

Cell Phone: _____

Street Address: _____

City, State, Zip Code: _____

E-mail Address: _____

Name of Organization*:

_____

Names of Adult Leaders	E-Mail Address	Cell Phone Number
_____	_____	_____
_____	_____	_____

Purpose of Event: _____

Maximum number of participants: _____ adults _____ children (***Organizations that work with children or youth are required to fill out a Sexual Misconduct Policy Questionnaire and Code of Conduct Form. These forms are to be completed by each individual and must be on file with WUMC. Blank forms are available in the church office.)***

Dates and Times requested *(starting & ending date and time)*: _____

_____

Please circle the facilities to be used:

Georgetown Hall

Kitchen (for food service only, No use of stove is permitted)

Church Library Outdoor Pavilion

Classrooms:

• Old Education Bldg.: First Floor: Meeting Room across from Nursery

Second Floor: Large Choir Room

Other _____

Please circle the requested use of church equipment – tables, chairs, television, slide projector w/ screen, movie projector w/ screen or other/please specify: _____

*If the organization requesting usage is not an organization of Walkersville United Methodist Church, or if this request is from an individual who is not a member of Walkersville United Methodist Church, please provide the following:

Individual's/Organization's liability insurance carrier _____

coverage limit _____ Policy number _____

GENERAL RULES FOR BUILDING USAGE:

1. **Children and youth must be supervised at all times**, which includes use of play areas.
2. No consumption of alcoholic beverages or use of tobacco on church property. Smoking is permitted in parking lot.
3. **Only use the Painter's Tape to secure decorations and posters on the walls. All decorations to be removed at end of rental period.**
4. Areas used shall be left in same condition as when group arrived. Any group that does not shall pay cleaning service charge or forfeit right for future use of facility. Police the area, clean up spills, place all debris and left-over food in trash bags (**deposit trash bags in dumpster outside**).
5. Equipment and kitchen utensils are to be returned to storage areas in the same condition they were found – tables and chairs set up as they were when you occupied the room. (Please refer to picture.)
6. Check restrooms for general cleanliness and to ensure that toilets are flushed and have stopped running; all faucets are turned off.
7. Walkersville UMC reserves the right to inspect the premises during the rental to be satisfied that this rental agreement is being followed.
8. The renting party shall be responsible for upholding and seeing to the enforcement of all applicable federal, state and local laws during this rental period and shall be totally financially responsible for damage to the property of Walkersville UMC during the rental.
9. Please turn off lights in the area(s) you used and lock exterior doors when you leave, **especially if you are the last to leave the building.**
10. **Groups will not be permitted to use church facilities on Holy Days, such as Easter week, due to special services and other specified days due to church-wide events.**

SCHEDULE OF FEES* (PER EVENT), GEORGETOWN HALL
WALKERSVILLE UNITED METHODIST CHURCH

Members:

$0 **Use of Georgetown Hall and incidental use of the kitchen (if needed). Incidental use is using the kitchen to store items and minor preparation. NO cooking or heating of any foods is to be done, other than use of the microwave and crock pots**

$0 **Sanctuary to be reserved for member use only.**

Individuals connected to the church through family of a church member or Weekday School:

$150.00 **Use of Georgetown Hall and incidental use of the kitchen (if needed). Incidental use is using the kitchen to store items and minor preparation. NO cooking or heating of any foods is to be done, other than use of the microwave and group supplied crock pots..**

All others:

$350.00 **Use of Georgetown Hall and incidental use of the kitchen (if needed). Incidental use is using the kitchen to store items and minor preparation. NO cooking or heating of any foods is to be done, other than use of the microwave and group supplied crock pots.**

For the use by not-for-profit community or civic organizations that serve the Walkersville area, there is no fee. **A donation of at least $50.00 is encouraged and will be gratefully accepted.**

SIGNATURE OF CONTACT PERSON: _____

PRINT NAME: _____ DATE: _____

TRUSTEES APPROVAL : _____