

**TRINITY UNITED METHODIST CHURCH
FACILITY USE SCHEDULE**

DESIGNATED USER (ORGANIZATION): _____
 CONTACT PERSON: _____ PHONE _____
 BRIEF DESCRIPTION OF USE _____

PLEASE CHECK THE FACILITIES TO BE USED: Only Church, Parish Hall and Lutke Conference Room use is permitted. All other areas are not for use. Trustees reserve the option to waive fees.

	NON – MEMBER _____	MEMBER _____
Church:	_____ \$150	DONATION ONLY
Parish Hall:	_____ \$100 for half day (1-6PM)	DONATION ONLY
	_____ \$175 for whole day (10AM-8PM)	DONATION ONLY
	_____ Kitchen use \$10 extra	DONATION ONLY
	_____ Kitchen only: \$150	DONATION ONLY
	_____ Lutke Conference Room: \$50	DONATION ONLY
Weddings:	_____ \$150 for use of church	DONATION ONLY
	_____ \$150 for pastor	_____ \$150 for pastor
	_____ \$100 for organist	_____ \$100 for organist
	_____ \$30 for sexton	_____ \$30 for sexton
TOTAL	\$ _____	

**** ACTUAL TIME YOU WILL BE USING FACILITY: (INCLUDE SET-UP to CLEAN-UP) ****
 Date requested: _____ Start time: _____ AM/PM (circle one), End time: _____ AM/PM (circle one)

ALL DAMAGES ARE THE RESPONSIBILITY OF THE DESIGNATED USER. NO ALCOHOL, SMOKING OR ILLICIT ACTIVITY PERMITTED.

A CERTIFICATE OF INSURANCE (COI) IS REQUIRED AND MUST BE PROVIDED WITH THE COMPLETED FORM. _____

POLICY FOR PARISH HALL USE

It is expected that each group or individual using the building will leave it clean and in the condition in which it was found. The janitorial services for the church and parish hall do not clean up after each user and each user is responsible for cleaning after use. Tables and chairs shall be returned to their original positions. Bagging and removal of waste is the responsibility of the user and must be removed from the premises, (not placed in the dumpster on site). If you use the refrigerator, please be sure to remove your items. All windows are to be closed and locked in the Parish Hall when leaving the building. At the conclusion of any meeting during the heating season the thermostat is to be turned back to 55 degrees. Rest rooms should be checked to see that no water is left running. If the range is used, the gas is to be turned off after use. (Any additional cost to the Church for this policy not being adhered to, will be billed back to the designated user.)

I, _____ AGREE TO ACT AS THE DESIGNATED USER FOR THE ABOVE FACILITIES ON _____. I UNDERSTAND THAT I AM RESPONSIBLE TO MAKE THE SUGGESTED DONATION OF _____ AND ASSUME RESPONSIBILITY FOR PROPER USE OF THE FACILITY.

X _____ X _____
 DESIGNATED USER DATE APPROVED BY DATE

**** **All forms must be returned to the Church office and approved by the Board.** ****