

FACILITY RESERVATION FORM

Today's Date _____

Contact Information:

Name of person making reservation: _____

Mailing Address: _____

Phones: _____ Email : _____

Alternate contact person: _____ Phone: _____

Function Information: (Set-up and clean-up times must be included in the starting and ending times)

Type of function: _____ About how many people are expected: _____

Date & Day requested: _____ Starting time: _____ Ending time: _____

Date could be subject to change due to Church emergency (funeral, etc.) Please initial: _____

Clean-up will be done immediately following event? Yes No - If no, when: _____
(circle one)

Is this a recurring event?: Yes No — If yes, please specify times & dates/days: _____
(circle one)

Which area(s) will you need?: Fellowship Hall Kitchen Sanctuary
(Please circle all areas needed) Library Overflow Room Yellow House
Other (specify) _____

Other items requested (be specific): _____

Key Needed? Yes No If so, it will be picked up (date/time/place) _____
(circle one) And returned (date/time/place) _____

Will items be sold at this function? Yes No Do the proceeds go to a non-profit? Yes No
(circle one) (circle one)

Donations:

If this function is for a church member or nonprofit, there is a suggested donation of \$50. For all other events, the suggested donation is \$100.

Signature of this form indicates acceptance of all applicable fees and policies.

I agree to comply with the Facility Use Policy on the reverse side and I have initialed each item.

Signature _____ Date: _____

Below for office use only

Donation of \$ _____ Paid on _____

Church Member/Nonprofit

Key returned on _____

Non-member/Other
(circle one)

Function is authorized: Yes No By: _____

FACILITY USE POLICY

The First United Methodist Church of Elgin is pleased to have our members and outside groups use our facilities. Please help us be able to continue offering our facilities to groups such as yours by observing these simple rules:

- ___1) Do not remove any items from facilities.
- ___2) Smoking is not permitted in buildings.
- ___3) Alcoholic beverages are not permitted on the premises at any time.
- ___4) No food or drink is allowed in the Sanctuary.
- ___5) If something does not belong to your group, please do not disturb it.
- ___6) Groups are asked to provide their own paper goods and all other consumables; such as coffee, tea, sugar, creamer, etc.
- ___7) Empty garbage. Take to outside trash receptacle and replace liner.
- ___8) Do not leave food items in refrigerators or freezers.
- ___9) Decorations
 - a. Do not attach decorations to pews or other furniture by pinning, tacking, nailing, gluing, or taping. Only covered wire should be used.
 - b. Nothing should be placed on piano or organ without adequate plastic protectors.
- ___10) Check all facilities before leaving:
 - a. Clean all tables and countertops.
 - b. Clean and put away reusable items.
 - c. Restore any moved furnishings or equipment to proper location.
 - d. Make sure all restrooms are in good order and lights are turned off.
 - e. Sweep or vacuum floors.
 - f. Make sure all doors are securely locked and all lights or other electrical items are turned off before you leave.
- ___11) We expect that any child (under 6th Grade) on Church premises is supervised.
- ___12) Please report any problems to the church office at 285-4503.