

**Industry United Methodist Church
Facility Reservation Request Form**

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-Mail _____

What is the purpose of this reservation? _____

Estimated number of people attending _____

Date & Time Needed _____

Alternate Date & Time _____

Date/Time for Set-up _____ Clean-up _____

This request is for the _____ Fellowship Hall, _____ Kitchen Area, _____ Sanctuary, _____ Historic Church

Please have the person or persons accepting responsibility for the care of the premises to sign and submit this form to the Church Secretary at least 30 days prior to your planned event. We will respond to your request pending availability and approval as quickly as possible.

I (We) acknowledge receipt of _____ Guidelines for Use and _____ Facilities Checklist

Signature _____ Date _____

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For Office Use Only
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Approved By: _____ Date: _____

Industry United Methodist Church

Guidelines for the Use of Buildings, Grounds and Equipment

We take great pride in our church home and it is truly a joy to share it with you. Our facilities are available for most community and family activities, based on the guidelines state below, pending availability and approval. Please submit the "Reservation Request Form" to the Church Secretary at least 30 days prior to your planned event. We will respond to your request as quickly as possible.

While there are no set fees for such use, the church recommends that a reasonable donation be made to offset utility use and other costs to the church.

FACILITIES MAY BE USED FOR:

- Community organizations whose goals and purposed are consistent with the Social Principles of the United Methodist Church
- Community Youth Organizations
- Family gatherings, including birthday celebrations, anniversaries, showers, and reunions
- Weddings and funerals are considered services of worship and require the written permission of the Pastor
- Meetings of any United Methodist organization

FACILITIES MAY NOT BE USED FOR:

- Gatherings or demonstrations promoting personal gain
- Services of worship without the written permission of the Pastor
- Political activities promoting one party or point of view

WHAT ARE BUILDINGS, GROUNDS, AND EQUIPMENT?

We believe that the Fellowship Hall and the Kitchen Area are adequate for most organization and family functions. Please indicate your intended use of our facilities on the Reservation Request Form.

- Use of the Sanctuary should be limited to services of worship
- Use of the musical instruments and the audio visual equipment is restricted to those with qualifying credentials and must be approved in advance by the Pastor or Director of Music.
- No kitchen appliances (large or small) are to be removed from the premises.

IT IS THE RESPONSIBILITY OF YOU THE USER TO:

- Assure there will be no smoking, non-prescription drugs, alcoholic beverages or persons under the influence allowed.
- Provide supervision for children to prevent injuries.
- Provide your own disposable items, such as paper plates, napkins, cups, plasticware, etc. The church does not provide these supplies. Nor does the church provide use of it's consumable items, such as tea, coffee, sugar, ice, etc.
- See that any equipment used is left where it was before your function.
- To prevent damage to the floors, always lift the items being moved. Do not drag or push.
- Remove trash and garbage before leaving the church.
- Check all lights, appliances, bathrooms, and lock all doors before leaving.
- Leave the facility in the same order as you obtained it.
- Report any damage to the Pastor and pay for repairs as required.
- Use the check-list provided to avoid an honest oversight.
- Non-compliance will result in no future use of the facilities.

Industry United Methodist Church

Facilities Checklist

1. RESTROOMS

- Tidy
- Toilets Flushed
- Water Off
- Lights Off

2. KITCHEN

- Stove Off
- Coffee Makers Off
- Microwave Unplugged
- Counters Clean
- Food Items Returned to Cabinets
- Dishes and Utensils Returned to Cabinets
- Floors Neat
- Garbage and Trash Removed and Taken Away

3. BUILDINGS

- All Furnishings Back in Place
- Decorations Removed
- Garbage and Trash Removed and Taken Away
- Equipment in Place
- Equipment Powered Off
- Windows Closed
- Thermostats Set at 60 Degrees for Heat and 80 Degrees for Air
- Lights Out
- Doors Locked

4. GROUNDS

- Litter Free
- No Personal Items Left Behind
- No Garbage, Trash or Decorations Left Behind

We thank you for your consideration and care of our property and sincerely hope that it suited your needs.

THIS CHECK LIST MUST BE SUBMITTED TO KATHRYN VOSKAMP (DESIGNATED REPRESENTATIVE) WITHIN 24 HOURS OF THE COMPLETION OF THE FUNCTION. HER PHONE NUMBER IS (979) 357-4542.

Industry United Methodist Church
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