

**FT. DES MOINES UNITED METHODIST CHURCH  
BUILDING USE REQUEST FORM**

Group/Person Requesting Use of the Church: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

Church Areas Needed: \_\_\_\_\_

**Group Contact Persons:**

Primary Contact: \_\_\_\_\_

\_\_\_\_\_  
(name and address)

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

\_\_\_\_\_  
(name and address)

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Comments:**

Signature of Contact: \_\_\_\_\_ Date: \_\_\_\_\_

- Deposit of \$50 is due with this form to get your event on the calendar. It will be returned to you if things are left in good order (clean, nothing broken, etc.)
- Members are expected to make a donation for use of the facilities.
- Non-Member Fee is \$75.00.

\* \* \* \* \*

**For office use:**

Walk-through to verify things are in good order: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit collected by: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit returned by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee/Honorarium collected by: \_\_\_\_\_ Date: \_\_\_\_\_

Event on the Calendar (Y/N) \_\_\_\_\_

(Rev. 3/25/2014)

## **Ft. Des Moines United Methodist Church Requirements & Guidelines for Use of Facilities**

### **Before the Event:**

- A Building Use Request Form must be filled out and the deposit paid to get on the calendar.
- The fee/honorarium must be paid before a key to the building is provided to you.

### **During the Event:**

- We are a "No Smoking" facility.
- "No Consuming of Alcoholic Beverages" is to occur anywhere on the church property.
- You must bring your own supplies such as paper products, plastic ware, and coffee. You may use the church's coffee pot.
- Ice and liquids are to be disposed of properly, not placed in the trash cans.

### **After the Event:**

- Please make sure that no water is left running in the kitchen or rest rooms.
- Check to see that all windows are closed and locked.
- Make sure that all lights and fans are turned off (this does NOT include the red exit signs).
- You may leave your securely tied garbage bags by the back door (off the kitchen) for the custodian to dispose of or you may take them with you.
- As you leave, assure that all exterior doors are closed securely and locked.
- NOTE: The key is to remain in the lock when the North door (Leland Ave. side of the property) is locked.