



# Building Request / Event Planning Form

All church facility usage must be cleared with the church's calendar to insure the availability of the rooms, dates and times requested. No reservation is made until approved through the church office and the Board of Trustees. Requests will be handled on a first-come, first-served basis. However, church programs will be given precedence over private functions.

In an effort to eliminate any scheduling conflicts, and to maintain a record of church usage, please provide the following information.

Title of Event:	_____	Date(s) of Event:	_____
Event Description:	_____	Member of the Church?:	Yes or No (Circle One)
Requester:	_____	If No, Sponsor	_____
Requester Phone:	_____	Fundraiser?	Yes or No (Circle One)
E-Mail Address:	_____	If Yes, Group Sponsoring:	_____
Event Start Time:	_____	Event End Time:	_____
* Time at which event will start - to be published in church calendar, fliers, etc...		* Time at which event will end - to be published in church calendar, fliers, etc.	
Cost for Participants:	_____	Building Use Charge (Donation)	_____

Building Request Information (Room Capacity)	
Fellowship Hall (250)	
Kitchen	
Parlor (25)	
Study	
Sanctuary (290)	
Other (please specify)	

Specific Building Requirements
* Please indicate set-up & clean up times, equipment needs etc...

Marketing Request (Check all that apply)	
INTERNAL COMMUNICATION	EXTERNAL COMMUNICATION
* Items may have additional cost	
<input type="checkbox"/> Bulletin	<input type="checkbox"/> * Posters (Specify Size) _____
<input type="checkbox"/> Monthly Newsletter	<input type="checkbox"/> * Sidewalk Signs / Display _____
<input type="checkbox"/> Board of Opportunity	<input type="checkbox"/> * Banners (Specify Size) _____
<input type="checkbox"/> Pulpit Announcement	<input type="checkbox"/> Friends Preschool Fliers _____
<input type="checkbox"/> Slide Announcement	<input type="checkbox"/> Boy Scout Fliers _____
<input type="checkbox"/> MUMC Website	<input type="checkbox"/> * Neighborhood Circulars _____
<input type="checkbox"/> MUMC Facebook Page	<input type="checkbox"/> * Community Event Fliers _____
<input type="checkbox"/> E-Mail Blast to Congregation	<input type="checkbox"/> * Local Organizations _____
<input type="checkbox"/> Phone Chain	<input type="checkbox"/> * Print Media (Specify) _____
	<input type="checkbox"/> * Local Cable Channel _____
* Contact Church Office for a quote for requested marketing materials.	
* Please note: The Church Office has the right to edit and alter requests as deemed appropriate.	
Specific Content to be Included in Marketing & Advertising:	

- \* If you require assistance in accessing the building or have questions regarding its use, please contact a member of the Trustees Committee.
- \* Please consider the expense the church incurs with its usage and the value it offers you or your group. Prayerfully consider a donation for its upkeep.
- \* All use of church facilities is subject to the terms listed on the back of this form.

Approved for Calendar:	_____	Date:	_____
Approved By Trustees	_____	Date:	_____
Approved By Church Council:	_____	Date:	_____
<i>As Applicable for Fundraisers!</i>			



# Building Utilization Fee Schedule

## **STATEMENT OF POLICY:**

It is the policy of the Milford United Methodist Church to permit use of the Church facilities by individuals and organizations for purposes consistent with the principles of the Church on a limited basis and as available, subject to the following terms and conditions. Any use of the Church kitchen must be separately authorized by the Board of Trustees, on such additional terms as they may prescribe. Any use of the sanctuary is limited to weddings and funerals, unless specifically approved in advance by the pastor. The Board of Trustees reserves the right to deny use of the Church facilities in its discretion, or to require other or additional terms and conditions. It is the policy of the church that all who use the facilities are responsible for their own setup and cleanup.

RENTAL OF FELLOWSHIP HALL - **\$150 per use**

RENTAL OF A CLASSROOM ONLY/RENTAL OF PARLOR - **\$50 per use/room**

RENTAL OF TABLES AND CHAIRS - Everyone is responsible for their own set-up, take down and clean-up of tables and chairs

ORGAN / PIANO USE - **\$50 per use**

KITCHEN - **\$100 per use** - Additional conditions may apply

## **RULES CONCERNING USE OF MILFORD UNITED METHODIST CHURCH FACILITIES**

1. No food or drink in the sanctuary.
2. The user group agrees to assume all liabilities for damage which may occur in, on or about any church facilities while said persons or groups are using those facilities. This refers to damage to property or injury to persons as the result of either the acts, omissions and/or neglect of the users or their agents, servants and employees.
3. No reservation will be made until an application has been approved by the Board of Trustees and the church secretary.
4. Church activities and programs have priority over non-church activities. Therefore, time and/or dates are subject to change or cancellation.
5. If the regular day programs are cancelled due to inclement weather, all daytime and evening activities will also be cancelled.
6. Persons or groups who fail to adhere to the policies and regulations established by the Board of Trustees shall subject themselves to forfeiture of all privileges of future use of Milford United Methodist Church facilities.
7. The right to revoke a permit at any time is reserved by the church.
8. Organizations who wish to cancel their scheduled activity **MUST NOTIFY THE CHURCH 48 HOURS IN ADVANCE**, or they will be charged for expenses incurred.
9. No smoking is permitted in the church building.
10. No alcoholic beverages or illegal substances shall be brought into or consumed in the building or on the grounds.
11. No activity shall be permitted in which open flames are used unless approved by the Milford Fire Department and a permit is obtained from the Milford Police Department.
12. Under no circumstances shall equipment or other property be stored on church property unless approved by the Board of Trustees. The church assumes no responsibility for properties left on the premises by the applicant.
13. The use of building facilities is restricted to the specific area requested. If the user group does not stay in that area, the Board of Trustees or custodian has the authority to ask the group to leave the building or will be charged accordingly. An additional \$100.00 fee will be charged if the custodian has to clean up after the group.
14. It is understood that all church projects and equipment will remain undisturbed. Further, it is agreed that all facilities will be left in their original condition.
15. No church equipment is authorized for use by user groups except as described and approved on the request form.
16. Use of any kitchen equipment requires approval from the Board of Trustees. In the event that food is prepared or sold at the church, the user group must comply with Oakland County Health Regulations.
17. Minor-aged children (under the age of 18) must be supervised at all times by responsible adults. The nursery is **ONLY** for children 0-4 years of age. Any others will be asked to leave.
18. All doors to the church building must be locked and all windows must be closed and locked after the use of the building, and the keys must be returned within 24 hours to the church secretary.
19. Parking under portico at main entry doors is restricted to 20 minutes for loading & unloading only.
20. Those persons using the building must conduct themselves in an appropriate manner--i.e., not causing a public or private nuisance (e.g., loud noise or unruly behavior).
21. The user of the facility agrees to furnish to the Church, upon request, proof of liability insurance of type and amount sufficient to cover any foreseeable injury to person or property arising out of the use of the facilities, including an endorsement of the Church, if deemed necessary in

I have read and understand all the above requirements and agree to abide by them.

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Signature of User

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Date