

FUMC Graham—Application for Use of Church Facilities

Note: This form must be completed in its entirety. Before requesting use of facilities, please check with the church office (336/226-4343 or office@fumcgraham-nc.org) to confirm that the room(s) and date(s) requested are available.

Church or Staff Member Requesting Use _____ Date(s) Needed _____

Date that availability of requested date and area is confirmed by church office _____

Address & Phone Number _____

Organization/Group Represented _____

Purpose _____

Area(s) Requested—Check All That Are Needed

- | | | |
|---------------------------------------------|----------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Main Kitchen | <input type="checkbox"/> Stafford Hall | <input type="checkbox"/> Goley Chapel |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Library | <input type="checkbox"/> Parlor/Kitchenette |
| <input type="checkbox"/> Classroom(s) _____ | <input type="checkbox"/> Other _____ | |

Approximate number of people _____ Any children? Yes None

Equipment needs: _____ Number of chairs _____ Number of tables _____ Other: _____

\$100 cleaning/damage deposit paid: _____ Returned: _____

If cleaning/damage deposit is not returned, list reasons on the back of this sheet.

Door keys are required. Key needed? _____ No _____ Yes (Date key returned _____)

Member who will ensure equipment set up and return of all items to proper place _____

Considerations:

1. Church calendar has been checked, and rooms required are available and reserved, pending Board approval. If room needs decorating before the event, reserve time for that as well.
2. Group is responsible for the cost of paper goods (plates, napkins, cups, etc.) or must supply its own. Large group should check with Board *before* date to ensure adequate supply.
3. Adult supervision is required if children or youth are present. For their safety, the Safe Sanctuary Policy should always be followed.
4. Please leave the church clean and neat. Leave no open food containers, leftovers, nor open trash cans.
5. All exterior doors must be locked following the event. (If practical, lock exterior doors after all attendees arrive.)
6. Turn off water, lights (including restrooms), heat/air before you leave. If you do not know locations of switches or how to use thermostats, please ask for help *before* the date of the event.
7. If anything is damaged or not working properly, please let the church office or the Board know.

Signature of person responsible _____ Date _____

For BOD Use

Approved Not Approved _____ Date _____

Donation or Use Fee collected: \$ _____