

First United Methodist Church of Brighton

400 E. Grand River Ave., Brighton, MI 48116/Phone: 810-229-8561/Fax: 810-229-5008/www.brightonfumc.org

Request for Church Building Use

Person Responsible: Name _____ Phone _____

Email address: _____

Cell phone: _____ Address _____

Organization: _____

Event: _____

Requested date(s) from: _____ to: _____

*Starting time (*First Entering Building*) _____ *Ending time (*Exiting Building*) _____

**A penalty of \$25.00 will be deducted from your security deposit (for custodial service time) if your group is late in arriving or leaving.*

Non-Profit Organization: Yes No

Member of First United Methodist Church: Yes No

Room(s) Requested: _____

Anticipated number of people: _____

Will a fee be charged to the participants? Yes No If yes, how much? _____

Will there be any food served? Yes No

If yes, menu _____

Will the following be used:

Kitchen downstairs

Kitchen upstairs

Microphone

Stove

Coffee Pot

Computer

Dishwasher

Dishes

Speaker System

Refrigerator

Silverware

Soundboard (paid church techs are needed if

Tables and chairs

Tablecovers

TV/VCR soundboard equipment is used)

Will F.U.M.C. setup and take down tables and chairs? Yes No

If requesting table and chair set-up, please draw diagram of room set-up:

*I am familiar with the building use policy of First United Methodist Church of Brighton, have read the "**Policies for Church Building Use**" on the back of this form and will be personally responsible for the actions of my group during this event.*

Signature _____ Date: _____

First United Methodist Church of Brighton

Policies for Church Building Use

1. Reservations for all use of church facilities are required through the church office two (2) weeks in advance. A Request For Church Building Use Form must be completed. All fees must be paid through the church office prior to your event. A minimum fee (for custodial services) of \$100.00 will be charged for each meeting date. A security deposit of \$100.00 will be required within 7 days of notification of approval. The date will not officially be reserved until the deposit is received. A security deposit may be required.
2. Highest priority for use of church facilities will be given to local church activities and the church reserves the right to accept or reject requests by all "outside" groups and individuals.
3. When necessary, appropriate keys will be issued to building users and instructions given about how to use and return them. If a key has been issued, the church must be locked up and lights turned off before exiting the building. The key must be returned in 3 days. Please note that parts of the church are on an alarm system, so please use only the space you have been given the use of.
4. Church-owned equipment must not leave the premises. Mechanical equipment, thermostat, and air conditioning are only to be used by church employees. Musical instruments are not to be used without permission from the Director of Music.
5. There will be no smoking in the buildings and no use of alcoholic beverages or illegal substances on the premises.
6. Misuse, neglect or damage to church property may require loss of security deposit, additional payment and/or result in denial of future use. This will be determined by the Board of Trustees of First United Methodist Church.
7. Accidents of any nature will be reported in writing to the Church Office with a description of what happened, when, where, witnesses, and other pertinent information, using the accident report form.

Building Use and Services Rates are as Follows:

Sanctuary: \$100/hour

Fellowship Hall/Community Room: \$25/hour

(Use of kitchen is an additional \$25.00 per hour)

Classrooms: \$15/hour

Custodial Charges (per event): \$100

Technician Services for microphones, etc.: \$100.00

Office Use Only

Approved by: _____ on Date _____ Room fee _____

Custodial fee \$ _____ Balance due _____ Key given out Yes No Key returned _____

Notes: