Attachment 2

Aldersgate United Methodist Church

Application for Use of Epworth Building by AUMC Sponsored Organizations such as Sunday School classes, Youth and Children ministries, UMM, UMW, Playschool, Kairos, FORKIDS, Graham school, Habitat for Humanity, Foster homes, Boy/Girl scouts, Emmaus, Communities in Schools, YAH, and Epiphany, Abuse Prevention Council, Salvation Army

All persons desiring to use any part of the Epworth Building facilities must fill out and agree with this Application for Use form and pay applicable fees before the facility can be reserved on the church calendar.

All Aldersgate UMC (AUMC) sponsored groups and functions have priority for the regular use of the facilities and must be on the church calendar.

All persons using the Epworth facilities will be expected to maintain a behavior in keeping with the highest standards of Christian life,

I. General Policies and Procedures

a. The Epworth building must be vacated no later than 11:00pm. This is in consideration of our neighbors and cleaning staff. The security deposit will be forfeited if the building is not vacated by 11:00pm by all persons including musical groups, entertainers, caterer or event attendees.

b. The facility can only be reserved for a one day event.

c. Set up forms for tables, audio-visual, etc. must be turned at least 5 days before the event.

d. Groups/caterers can come in 3 hours before the event to decorate or prepare food.

e. Caterers not affiliated with AUMC must contact the AUMC church hostess for proper use of the kitchen.

f. The sound system may be used for microphones and the playing of CD's. A projector is available for projecting images. Depending on the complication of the needs, an AUMC technician may be required.

g. A coordinator must be present for all events in the Epworth Building. This person is responsible for setting the AC/heating, assisting in locating things, proper care of the kitchen equipment and ensuring the safety of the participants and the building.

Attachment 2 cont.;

II. Prohibitions

a. Alcohol beverages and drugs are *not allowed* in the building or on the church grounds.
b. Use of any tobacco products is not allowed in the building or on the church grounds
c. Use of profane, vulgar or indecent language, music, audiovisual materials or symbols is not allowed.
d. Dress should be modest and appropriate
e. No bales of hay or straw are allowed in the building.
f. No glitter or confetti can be used in or outside the building.
g. Anyone using the building must leave the facilities clean and in good order. Any furniture or fixtures that were moved must be put back in place. The contracted person will be responsible for any damaged, broken or missing equipment. Under no circumstances are utensils or equipment to be removed from the Epworth building.
h. No tacks, pins, tape or glue shall be used on the walls, floors, Windows or doors. Do not hang any decorations or the like from the ceiling.
i. No animals except service animals are allowed in the building.
j. No firearms are allowed.
k. Do not use the Playground unless prior approval has been granted
l. No red punch – stains cannot be cleaned from carpet.

I, the undersigned, have read the policies, procedures and rental charges and agree to abide by them. I shall be held responsible for any damage, loss, or injury. I will agree to abide by the 11:00PM departure time. I shall be responsible for insuring that all participants conduct themselves in compliance with the rules and regulations governing the use of the facility**. I also understand that my reservation is not confirmed until all fees are paid and the completed application is returned to the Church Office Secretary.**

_____ _____

Applicant Signature/Contact Person Date

Revised 6/2017

Attachment 2 cont.;

EPWORTH BUILDING FEES

Aldersgate Sponsored Organizations such as Sunday School classes, Youth and Children activities, UMM, UMW, Playschool, Kairos, Graham School, Habitat for Humanity, FORKIDS, Foster Homes, Boy/Girl scouts, Emmaus, YAH, and Epiphany.

	Fee ($)	Amount enclosed
Refundable security deposit	0	_____
Gym	0	_____
Kitchen	0	_____
Small Dining Room	0	_____
Each Class Room	0	_____
Coordinator	30	_____
Coordinator – extra hour	10	_____
Audio visual tech (if needed)	0	_____
Table cloth rental ($7.00 each)	#_____	_____
Cloth Napkins ($.30 each)	#_____	_____

Amount enclosed: _____

Revised 6/2017

Aldersgate United Methodist Church
Epworth Building Application for Use Form

Date facility use is requested: _____

What will facility be used for? _____

Organization/person using the facility: _____

Contact person name: _____

Contact email address: _____

Contact mailing address: _____

Contact telephone: (daytime) _____(cell)_____

Specify area to be used (Gym, Kitchen, Dining room, Middle/Senior high room)

Preparation/decoration start time (up to three hours prior to the event): _____

Time event starts:_____ Time event ends: _____(not to exceed 4 hours)

Number of persons participating: _____

Name and phone number of caterer (if applicable)_____
_____

I, the undersigned, have read the guidelines and procedures and agree to abide by them. I shall be held responsible for any damage, loss, or injury occurring while the facility is being used for the event named above. I shall also be responsible for insuring that all participants conduct themselves in compliance with the rules and regulations governing the use of the facility. **I also understand that my reservation is not confirmed until all fees are paid and the completed application returned**.

_____ _____
Applicant Signature/Contact Person Date

----------For office use only:
Fees paid: Refundable deposit: _____ Facility rental fee: _____
Epworth coordinator fee: _____ Napkins/table cloth fee: _____
Other fee(s): _____
Coordinator for the event: _____

Revised 6/2017

Epworth Building Space/SetUp Form

Group/Name: _____

Date(s) needed: _____

Time event starts: _____ Time event ends: _____

You may enter that facility up to three (3) hours prior to the time of the event to decorate/prepare at no additional cost. Caterers not affiliated with Aldersgate United Methodist Church must check with one of our church hostesses prior to the event.

The building/facility must be vacated no later than 11:00pm or your deposit will be forfeited. _____
(Initials)

Contact person: _____ Phone:_____
Email:_____

Space/rooms requested: (circle all that apply)

Kitchen Small dining room Gym

Middle high room Senior high room Other (please specify below)

If using more than one room, please indicate the following information for each room. There are 10 rectangular tables, 33 oval tables and 350 chairs available. Indicate the room set up on the attached form.

Room _____ # of chairs _____ # of oval tables _____ (table seats 8) # of rectangular tables _____ (8 feet long)

Room _____ # of chairs _____ # of oval tables _____ (table seats 8) # of rectangular tables _____ (* feet long)

Please circle all items needed for your event:

Podium Piano Screen Overhead projector TV/VCR

Sound system/microphone Sound system/DVD or CD Basketball goals down

Volleyball set up Stage Other _____

table cloths* _____ # napkins* _____

*table cloths and napkins are available on a first come first serve basis and may only be reserved upon the receipt of fees with your application.

Revised 6/2017