Aldersgate United Methodist Church
Application for Use of Epworth Building

Group #2
AUMC SPONSORED ORGANIZATIONS

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 and event attendees

B. The facility can only be reserved for a one-day event.
(unless approved by the Epworth Committee)

C. Set up forms for tables, audio-visual, etc must be turned in 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.

EPWORTH BUILDING FEES

Group #2

Aldersgate UMC SPONSORED ORGANIZATIONS

Organizations sponsored by AUMC such as Sunday school classes, youth and children ministries, UMMen, UWF, Playschool, Kairos Outside, Habitat for Humanity, Christmas Store, Tuesday's basketball, Apple Butter festival, Blood Mobile, Boy/Girl Scouts, reunion groups, and the Knit Wits. Each group fill out the Epworth Building Space and Set Up use form and get it scheduled on church calendar through the office to insure availability and avoid conflicts of interest. This must be done ahead of time before advertising the event. Though no fee is required a donation would be appreciated to help cover the cost of the utilities and cleaning expenses.

	Fee ($)	Amount enclosed
Refundable security deposit	0	_____
Gym	0	_____
Small Dining Room	0	_____
Kitchen- Light Use	0	_____
Kitchen- Full Use	0	_____
Setup/Take down	0	_____
Coordinator	0	_____

Amount enclosed: _____

Revised January 2026

Aldersgate United Methodist Church
Epworth Building Application for Use Form

Group Name: _____

Dates Needed: _____

Time Event Starts:_____Time event ends_____

You may enter the facility up to three (3) hours to the time start of the event to decorate/prepare at no additional cost. Caters not affiliated with the Aldersgate UMC must get prior approval from the church hostess or the Epworth committee chairperson. The building must be vacated no later than 11pm _____(initials)

Contact person: _____ Phone:_____

Space/rooms requested: (**circle all that apply**)

Kitchen Small Dining Room Gym

Please indicate the information for each room to be used.

Room_____ # of chairs_____ # of oval tables_____ #of rectangular tables_____
(oval seats 8) (8 feet long)

Room_____ # of chairs_____ # of oval tables_____ #of rectangular tables_____
(oval seats 8) (8 feet long)

Please circle all items needed for your event:

Podium Piano Screen Overhead projector TV/VC

Sound system/microphone Sound System DVD or CD

Basketball goals down Stage Other_____

Please submit at least one week before the event a set up design for placement of tables and chairs in the designated room.

Please read and sign prohibitions on back of application form

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PROHIBITIONS:

A. Alcohol beverages and drugs are *not allowed* in the building or on the church grounds
B. Use of any tobacco products in 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 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, cellophane 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.

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 11:00 PM 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 applications is returned to the church office.**

_____ _____

Applicant Signature **Date:**

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