

**SHILOH UNITED METHODIST CHURCH
FACILITY USE APPLICATION**

NOTE: This form must be completed and returned 30 days prior to activity. Reservations are on a first come, first served basis. Organized church activities will always take precedence.

Person/Organization _____

Day _____ Date of Activity _____

Time: From _____ To _____ Actual time of Event _____

Nature of Activity _____

Building/Room Requested _____

Special Equipment/Materials desired _____

Number of Participants _____

Chaperones Provided YES _____ NO _____ Number of Chaperones _____

Name of Requesting Person _____

Address _____

Phone _____

GUIDELINES:

All requests for use of church facilities are subject to approval by the Board of Directors or their designee. Approval will require that the requesting person/group follow the guidelines as provided. The requesting person/group also agrees to the following: ***(Please initial)***

_____ Person/group reserving the building or room(s) will be requested to pay the specified fee(s) 30 days prior to the activity. Failure to do so will result in cancellation. (The Board of Directors reserves the right to waive the fee involved.

_____ Requesting person/group will be held responsible for any damages or destruction to building, rooms, or equipment, when it is found that such damage was the result of neglect, improper use, horseplay, recklessness or failure to follow instructions and guidelines.

_____ Use of the facilities may be denied or terminated if the user does not comply with the “Building Use Policy”.

FEES:

Deposit (\$100.00)	_____
May be refunded (or applied to total fees) upon inspection of facility	
Family Life Center Only (\$100.00).....	_____
Kitchen & Family Life Center (\$150.00)	_____
Kitchen & Small Dining Area Only (\$100.00).....	_____
Large Classroom (\$50.00)	_____
Small Classroom (\$25.00)	_____
Custodial Help (\$50.00) (Flat Fee for Everyone).....	\$50.00
*Sound Technician (\$50.00 ea. Sanctuary or FLC)	
*To be paid directly to technician	
Total Fees.....	\$ _____

Make checks payable to "Shiloh UMC"

THIS APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO ACTIVITY

Signature of Requestor

Date _____

Church use only:

Request approved by _____

Date _____

Inspection completed by _____

Date _____