

United Methodist Temple

Room Reservation Application Form

5301 South U.S. Highway 41

Terre Haute, IN 47802-4718

(812) 299-1898

Fax: (812) 299-1981

thumtemple@gmail.com

<http://www.terrehauteumtemple.org/>

The United Methodist Temple will make our facilities available to community groups, and organizations with a spiritual, educational or benevolent purpose. The fees stated below reflect our desire to provide space where there is a need with the cost of the activity shared appropriately. The stated fees represent the United Methodist Temple's cost to set-up, maintain, and insure the space for comfortable use.

The Fellowship Hall, some Sunday school rooms, and the Sanctuary may be used by **active*** members of the Church, outside groups and nonprofit organizations on a reservation basis. All reservations are subject to approval according to set-up, length or meeting, number of people, other groups meeting on the day, etc. All meeting times must be confirmed with the office manager. **The United Methodist Temple reserves the right to cancel or move to a different location those groups which may meet at time when a special church function needs to be scheduled.** This will be handled by the office manager.

Reservations can be applied for by calling the church office. The office manager will only place the reservation (reserve the time and date on the calendar) **when the application form and reservation fee have been received.** The contact person of a group will be held responsible for the behavior and actions of the group members. Group members are defined as any person present at the group function.

Group name _____

Contact Person _____ Phone # () ____ - _____

Date of Event _____ Mon Tues Wed Thu Fri Sat Sun

Start time of Event _____ Ending time of Event _____

Facilities Desired:

	<u>Use Fee</u>
• ___ Fellowship Hall	\$ 100.00
• ___ Fellowship Hall & Kitchen	\$ 200.00
• ___ Meeting Room	\$ 75.00
• ___ Sanctuary	\$ 125.00
• ___ Sanctuary & Video/Sound System	\$ 175.00

Custodial Service? Yes / No (If Yes an additional \$50.00 is suggested).

If custodial services are **not** required the contact person listed on this form assumes responsibility for cleaning the room areas, and bathrooms after the event.

*(Active member of the Church = those who (uphold the Church by attendance, prayers, gifts, and service) are active members or making a contribution to the Mission and Goals of the Church.)

Signature of responsible person: _____

20152016 Facilities Usage Policy

FEES:

Fellowship Hall w/o Kitchen

Active Members*	No charge
Nonmembers	\$100.00
Nonprofit Organizations	No charge

Fellowship Hall with Kitchen

Active Members*	\$ 30.00
Nonmembers	\$200.00
Nonprofit Organizations	No charge

Meeting Rooms

Active Members*	No charge
Nonmembers	\$75.00
Nonprofit Organizations	No charge

Sanctuary

Active Members*	No charge
Nonmembers	\$125.00
Nonprofit Organizations	No charge

Sanctuary & Video/Sound System

Active Members*	No charge
Nonmembers	\$175.00
Nonprofit Organizations	No charge

*(Active member of the Church = those who are active members or making a contribution to the Mission and Goals of the Church.)

Set-up and Clean-up Fee: When reservations are for an event that would require the maintenance staff to be present other than 8 am to 5 pm on weekdays an additional \$50.00 should be collected from the renting party and paid directly to the custodial staff. A custodial charge of \$50.00 will be required in addition to any other fees.

Guidelines for Reservations

- A) Weekday afternoons (Monday – Friday). Please be considerate of other functions at the church.
- B) Friday activities need to be completed by 2 p.m. to allow preparation of the space for Sunday events.
- C) Saturday activities must be specially approved due to set-up and clean-up by the UMT staff.
- D) Sunday afternoons may be scheduled with approval if use of our space does not conflict with regular youth meetings and church meetings (Administrative Council).

Tables and Chairs - The white tables and chairs in the fellowship hall as well as all tables and chairs in any room of the church shall not be removed from their rooms. Several folding tables that are stored in the garage are available for members to borrow and use off the premises for garage sales, and other events.

Agreement of Usage

1. No smoking or alcohol use on the premises.
2. Do not attach signs to walls (signs may be taped to the glass doors or windows.)
3. Children brought to adult meetings should be properly supervised at all times.
4. No church equipment is to be taken from the building without permission of manager.
5. Person signing for use of building is responsible for any damage to building or contents.

Check List

Before you leave:

1. Turn off all lights.
 2. Check that faucets in restrooms are turned off.
 3. Leave kitchen clean with utensils and dishes put away.
 4. Wipe countertops
 5. Check to see that doors are locked
 6. Please pick up paper and food from the floor.
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