

(for office use only) Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

## CHURCH FACILITY USE REQUEST FORM – DEPOSIT REQUIRED

As the use of our church building increases, the scheduling of the rooms becomes more complex. To meet the needs of your group and its planned activities, please take a moment to fill out the facility use request form. If you have a room preference, it will be honored if at all possible. Excluding weddings and funerals, when two or more group activities overlap, room space will be assigned to fit the size of group and type of activity. For groups requesting space for a regular weekly or monthly meeting, please use the Building Request Form for Basic Church Activities. Please put your completed facility request form & deposit check in the OFFICE mail slot in the Education Wing or leave at the Church Office. **Deposit/fee must be paid before the activity can be put on the church calendar.** Thank You.

Name \_\_\_\_\_ Date of use \_\_\_\_\_  
Daytime phone \_\_\_\_\_ Time of event \_\_\_\_\_  
Address \_\_\_\_\_ Set-up time \_\_\_\_\_  
\_\_\_\_\_ Clean-up time \_\_\_\_\_  
Email \_\_\_\_\_ Room Requested \_\_\_\_\_  
Type of activity \_\_\_\_\_ Number in attendance \_\_\_\_\_

**\*Activities in Bold may require a refundable deposit**

For activities not in bold, use Bldg Request Form for Basic Church Activities

**\*Non-Church, Non-profit Activities**

**Birthday Parties**  
**Anniversary Parties**  
**Graduation Open House**  
**Baby Showers**  
**Family Reunions**  
**Receptions**  
**Other Member Events not mentioned above**

**Weddings**

Basic Church Activities

Church Services  
Sunday School  
Church Regularly Scheduled Meeting, such as  
Admin Council, Trustees, Vision, Outreach,  
Finance, PPR, Worship  
Women's/Men's Group  
Youth Group  
Vacation Bible School

Church Sponsored Activities (Regularly Scheduled)

Sharing Groups  
PreSchool  
Boy Scouts/Cub Scouts/Venture Crew  
Girl Scouts, American Heritage Girls  
4-H

Basic Church Activities (Ad Hoc)

Funerals  
District/Conference meetings  
Meetings/Special Events of groups listed in  
Basic Church Activities

Church Sponsored (Ad Hoc)

Potlucks  
Eagle Courts of Honor  
Meetings for Church sponsored activities  
(not regularly scheduled)  
EUMC Red Hats

Community Non-profit Activities

Enon Emergency Relief  
County Nursery School's meeting

**Refund of Deposit** - Deposit will be completely refunded 7-10 days following the scheduled event provided the following conditions are met:

- Upon receipt of payment for all required fees.
- The facilities must be left in reasonable condition without excessive wear and tear.

**FEES: \$100.00 refundable deposit in addition to fees listed below, which will be deposited into the Church account upon receipt. Everyone requesting the use of the Church facilities for any activity other than Church-related is required to pay a deposit to secure the date.**

<b><u>Building Use</u></b> <i>(payment required to secure the date/room)</i>	<b><u>Member</u></b>	<b><u>Non-member</u></b>
<input type="checkbox"/> <b>Wedding</b>	\$0	\$400
<input type="checkbox"/> <b>Wedding reception</b>	\$0	\$200
<input type="checkbox"/> <b>Funeral</b>	\$0	\$100
<input type="checkbox"/> <b>All Other Events</b> (Roth Hall/Lounge)	\$0	\$200
<b><u>*People</u></b> <i>(subject to availability)</i>		
<input type="checkbox"/> <b>Sound technician</b>	\$100	\$100
<input type="checkbox"/> <b>Video/live-stream technician</b>	\$100	\$100
<input type="checkbox"/> <b>Pianist</b>	\$100	\$100

\*Fees for technicians/musicians are to be paid to each individual. Checks made out to them must be delivered to the church office at least one day before the event.)

“Members” includes those who are members of Enon UMC, regular attenders, and their immediate family (spouse, parent or child).

Refund of fees requires 24 hour notice to the EUMC office, the pastor or head trustee.

Leave the room(s) exactly the way you find it. Floors swept, spills cleaned, trash taken to containers outside.

Person(s) responsible for clean-up: \_\_\_\_\_

Phone: \_\_\_\_\_

**I agree to abide by the policies and fees set by Enon United Methodist Church.**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Conflicts Y N (circle one)	Posted
Date Received	If conflict, contact made	1 <sup>st</sup> attempt      2 <sup>nd</sup> attempt
Deposit Fees Paid	Deposit Reimburse Request	Deposit Returned Check #                      Amt. \$