

Office Hours: Monday-Thursday 8:00am-4:00pm
Friday 8:00am-12:00pm

Building-Kitchen-GF Life Center Room Request

(Return this page to the office for approval.)

Date of Event: _____ *(If event not during business hours, contact office for security card.)*

If reoccurring event, when is end date: _____

Time of Event: _____ AM/PM to _____ AM/PM

Access Needed From: _____ AM/PM to _____ AM/PM

Room (s) Requested: _____ = \$ _____

(Please fill \$ amount from chart below.)

Event Description: _____

_____ **How many people in attendance:** _____

Will you be using any **technology**? _____ **Sound** w/Microphone/Music _____ **Video** w/TV/Projector _____

Please let us know technology details for this day/event: _____

What will you need from the church for your technology needs? _____

(Must know needs 1 week before event for it to be available.)

EVENT Contact Person: _____ Phone (h) _____

(w) _____

Email: _____ (c) _____

Address: _____, City _____ Zip Code _____

Explain # of tables needed and layout of room(s) in this space, or add paper:

Rental Rates For Use Of The Church Facilities

Effective 5/2017

****Building usage by church members for personal use will be at half price:**

½ the normal charge plus, if needed, \$30.00 per hour for the janitor.

Wedding w/Hospitality Area \$300.00 (6 hours @ \$50) plus \$30.00 hr. for janitor.

(w/ Friday night rehearsal)

Wedding w/Multi-Purpose Room \$400.00 (6 hours @ \$50) plus \$30.00 hr. for janitor.

(w/ Friday night rehearsal)

Multi- Purpose Room \$50.00 fee per hour facility is needed.

Hospitality Area or Upper Room \$50.00 fee per hour facility is needed.

Fellowship Hall or Sanctuary or Chapel \$50.00 fee per hour facility is needed.

***ADD Kitchen to any rental** \$50.00 fee per hour facility is needed.

***ADD Janitor to any rental** \$30.00 per hour.

If the kitchen is to be used the contact person must obtain a temporary health department certification permit in the name of the person responsible for the event or the caterer using the kitchen for said event.

The contact person is responsible for all who attend this event, meeting, etc and will be required to turn on and off all lights, see that everyone is accounted for and secure the building.

If emergency personnel companies have to come to the facility because of your non-compliance with our policies and there is a charge for this, you will be responsible for any said charge. Repeated violations on any building use may be grounds for termination of your future use of said building. I have discussed and received the church building use policy and agree with it.

If I lose or do not return the issued church security key there will be a charge of \$50. ____ int.

Security Card # issued by office - _____

(If temporary security card was issued, it must be turned back into the office within THREE days of event.)

1. Open and close facility.
2. Check restrooms, inside and outside areas for any visible discrepancy. Replace soap and tissues and any cleaning that is needed immediately.
3. Setup and tear down event tables and chairs.
4. Clean floors to restore the facilities for use by the next group.
5. Leave a contact phone number in event of problems while you are using our facilities.

*Fees will vary if a meal is provided by one of the church groups. The responsible party will be invoiced for any additional charges that are incurred. (i.e. Funeral Dinners)

*Janitors fees are based on the hours needed to restore the facilities for use by the next group. \$30 per hour.

*Use of any of the facilities by outside individuals or groups for profit will not be allowed. (If income is derived from an event it is to be deposited in the General Fund and cannot be designated for any particular purpose or other fund.)

Church Member or Non Member: The contact person is responsible for all who attend this event, meeting, etc. and will be required to run on and off all lights, see that everyone is accounted for and secure the building (arm the security system). Return the room to pre-event status for use by another group and clean up all tables, chairs, counter tops, etc. and waste and place waste in waste cans.

Required information for the Janitor: Number of tables-chairs, etc. that will be needed. If you have a floor plan for event, please talk to our janitor first. Janitor is the designated person who will set it up (event personnel may assist him, but can't do it by themselves in the All Purpose Room and Hospitality Room). Time of event from start to finish. Janitor will open doors and close doors for non-members and must remain on site at all times, otherwise for members, janitor may come before and after event.

Signature _____ Printed name: _____

Check here: I have read and agree with Pekin Grace UMC's terms.

Fee Paid \$ _____ OR Amount Paid by Member \$ _____

Date Paid _____

Custodian required: Yes No

Certificate of Insurance required? Yes No If yes, was certificate provided? Yes No

Event approved by : _____ Date _____