

**Unity United Methodist Church
Facilities Request Form
336-472-7348**

Updated: 8/6/2018

We at Unity United Methodist Church welcome your group and you to our church. We hope that your time at Unity is fruitful and productive. Most of all we hope your time is safe! Therefore, we ask your cooperation by complying with the following guidelines.

1. Adult supervision is required at the church both prior to and after everyone has come and gone from our facilities. Never leave anyone by themselves, especially children waiting for rides. Never allow children to walk home alone, or outside playing.
2. Make sure that each person in your group is aware of entrances and exits that are available for your use.
3. Before leaving, make sure the building is empty, all lights are off, and heat and air conditioning levels are appropriate. Check doors and windows to make certain they are locked.
4. HORSEPLAY is not allowed in or around hallways, kitchen, library, or worship areas.
5. Be aware and advise your group of the location of phones and fire extinguisher in case they are needed for an emergency.
6. Make sure that the areas used by your group are left in a clean and orderly fashion.
7. Advise the church staff immediately of any problems with facilities or where safety is concerned.
8. Unity is not responsible for any damages or accidents caused at an event by an outside group in the church or on church grounds.
9. Alcoholic beverages / drugs / tobacco / concealed weapons are not permitted inside any part of the church building or on church grounds.
10. Your group will be financially responsible for missing / broken items or damages to the facility. Event insurance is required with the exception of weddings and funerals.
11. The building will be vacated by time specified on contract.
12. This form is to be filled out and returned to Unity UMC at least 1 month in advance of use of facility.
13. Approval and scheduling for use of the facilities rests solely with the officers of Unity UMC.

FACILITY USE FEES

Active Members According to the Discipline

Event Center: \$125
*Gathering Area: \$75
Kitchen: \$50
Sanctuary: \$150

Non-Members, Non-Active Members & For Profits

Event Center: \$250

*Gathering Area: \$150
Kitchen: \$100
Sanctuary: \$300

Non-Profits

Event Center: \$100
*Gathering Area: \$50
Kitchen: \$50
Sanctuary: \$100

TCS (non-revenue events): No Charge

TCS (revenue events)

Event Center: \$125
*Gathering Area: \$75
Kitchen: \$50
Sanctuary: \$150

Funerals

Members on the church roll: No fee for sanctuary or food after funeral (donations accepted)

Non-Members

Sanctuary: \$100
Food after funeral: \$100

Weddings: See attachment

\$50 refundable deposit paid at time of scheduling along with all paperwork. [This fee will be subtracted from the total remaining balance once space is inspected and deemed in good condition.]

NOTE: Usage of other smaller rooms in the building will be charged a \$10/hour fee unless it is a non-profit or TCS non-revenue event.

*NOTE: Use of the Gathering Area includes use of the kitchen.

• Cancellation Policy

If a cancellation is made less than 15 days prior to event date, no monies will be refunded. If a cancellation is made 30 or more days prior to the event, fifty percent (50%) of rental amount is refunded and remaining rental amount and security deposit is forfeited.

- Security deposit is due at the signing of this Contract.
- Remaining balance is due 30 days prior to event.

- Make checks payable to Unity UMC.
- The church staff will assess fees after usage if any apply.
- In Case of Emergency, please contact Congregational Leader, Peggy Wessel at 336-259-7344 or Mike Brown at 336-906-5712.

I have read the above and understand all of the instructions: _____
 Print Name

Signature _____ Date _____

Deposit Paid _____

Remaining Balance _____

Event _____ Date _____

Instructions for Opening

- A/C stays on 76 when building is not in use
- Heat stays on 66 when building is not in use

Instructions for Locking Up

- General Cleaning (You are asked to leave the building as you found it)
- Vacuum carpeted areas (vacuum will be provided, if needed – request prior to use)
- Check outside area for trash on the grounds
- Place all trash in plastic bags and place in the outside trash containers in the back of the building
- Return tables and chairs to their original location
- Bathrooms
 - Flush all toilets in all bathrooms and be sure bathroom faucets are shut off and all lights are shut off
 - Empty trash cans in all bathrooms

• Kitchen

- Close refrigerator and freezer doors tightly
- Remove your food from the refrigerator and freezer
- Turn off stove burners and oven
- Clean and unplug coffee pots, hot food servers, and microwave oven
- Shut off all faucets

• Set Thermostats to:

- 66 in winter when leaving the building
- 76 in summer when leaving the building

• Final Security Measures

- Shut and lock all doors
- Turn off all lights
- Lock all doors to the outside (dead bolt in kitchen)
- Drop keys in box on office door before leaving
- Make sure door that you leave from is shut tightly

I have read the above and understand all of the instructions _____

Print Name

Signature

Date

APPLICATION FOR FACILITIES USE

Name _____

Address _____

City, State, Zip _____

Phone Number _____

Room(s) Requested

Tables & Chairs Needed _____

Date & Time Requested _____

Number Attending _____

Name of person who will be present at function _____

Phone Number _____

I have read and agree to comply with the guidelines for facilities use of Unity United Methodist Church as so stated below.

Print Name of Applicant

Signature of Applicant

Date

Phone

Approved by _____