



Facility Use Request

*For facility use requests for church programs or groups,
 please use an Event Notification & Facility Request Form.*

Please note that the space will not be reserved until this request is approved and your deposit is received.

Your Name: _____ E-Mail: _____

Day Phone: _____ Evening Phone: _____

Organization Name: _____

Organization Address: _____

Type of Activity: _____

Date(s): _____ Time (start and end): _____

Room(s) Requested (circle all that apply; refer to notes below for further information, and see also the section entitled *Conditions and Requirements* later in this form):

- | | | |
|---|---|--|
| Entire Building ¹ | Sanctuary ¹
<i>Capacity 380</i> | Cooper Hall
<i>Capacity 150</i> |
| Bruce Chapel ¹
<i>Capacity 60</i> | Choir Room
<i>Capacity 30</i> | Education Wing
<i>Capacity Varies</i> |
| Basement Youth Area ² | Kitchen ³ | Outside Property |
| Nursery or Child Care Space ⁴ | | |

Notes:

Your request requires approval of the Board of Trustees. In addition, any use of any part of the facility for religious purposes requires the approval of the Pastor.

¹*Use of the Sanctuary or Chapel for any purpose, religious or otherwise, requires approval of the Pastor. No food or drink is allowed in the Sanctuary with the exception of bottled water. Generally, groups meeting in the Sanctuary will need a Sound Technician to operate the sound system (guest groups are not allowed to operate the sound system).*

²*The Basement Youth Area is generally not available for use by outside groups.*

³*Use of the Kitchen may require the presence of church personnel and, in those cases, will incur additional charges.*

⁴*Use of the Nursery, and/or any other church space for child care during the event, involves additional requirements and agreements.*

Conditions and Requirements:

1. Confirmation of your reservation is considered firm two months before the event. Prior to that, church-sponsored events will receive priority.
2. You will be held responsible for damages to the facility caused by any member of your group.
3. If the facility use request is being made by non-members, a Building Coordinator must be present at all times. An additional fee is charged for this service; see the Fees page for information.
4. Smoking is prohibited inside the church.
5. Visibly intoxicated persons, at the sole discretion of a member of church staff, a member of the Board of Trustees, or the Pastor, may be removed from the church premises.
6. Alcoholic beverages, firearms (other than those carried by Certified Peace Officers), fireworks or other combustible or explosive materials, open flames, and bubble or fog machines are prohibited inside the church or on the church grounds. Bottled bubble fluid is not allowed in the building.
7. Rice and birdseed, commonly used in weddings, are prohibited inside the church or on the church grounds. Confetti, glitter, and candy/confection type items are also prohibited.
8. Please refrain from using red, orange or purple drinks that can stain carpets, chairs, and walls.
9. Decorating is not allowed until noon on the day before the event (if the space is available), and must be completed by the time the office closes. If decorating requires additional time, or must be scheduled at times that the office is closed, an additional fee of \$12.50 per hour will be charged.
10. Decorations to be hung on walls will be attached with masking tape or plasti-tac, not nails, staple guns, or pins.
11. All decorations must be taken down at the end of the event.
12. At the discretion of the Board of Trustees, use of the Nursery (or use of any space for child care) may include additional fees, restrictions, and liability waivers. Good Shepherd can provide nursery attendants for an additional cost, based on their personal schedules.
In all cases, at least two adults must be present with any group of children at all times.
13. Please restrict the movement of those participating in the event to the assigned room(s), common hallways, and restrooms.
14. Remember always that this is a *church*. If approved, your event is being held in the house of the Lord, and all participants must behave accordingly.
15. Unless otherwise agreed, please return the room furnishings to their original arrangement.
16. Your primary contact for use of the building will be either the Office Manager or a representative of the Board of Trustees. *Unless problems or special circumstances arise, pastors are not involved in coordinating facility use, unlocking or locking doors, or providing keys.*

Fees: *Additional fees are involved in weddings. Please refer to the Wedding Booklet for details on wedding fees. These fees also do not apply to church-sponsored events.*

Sanctuary Rental per day or any portion thereof*	\$250.00	
Bruce Chapel Rental per day or any portion thereof*	\$85.00	
Cooper Hall Rental per day or any portion thereof*	\$200.00	
Kitchen Rental per day or any portion thereof*	\$85.00	
Other Area Rental*	\$75.00	
Building Coordinator per hour*	\$15.00	
Nursery Attendant per hour* (two attendants)	\$30.00	
Sound/Video Technician per hour	\$25.00	
<i>Please plan on 30 minutes for setup, and 30 minutes for teardown, in addition to the actual length of the event.</i>		
Video Projector Use per hour	\$45.00	
<i>DVD or mpg format is required for all videos. We cannot usually accommodate VHS tapes. This fee helps to offset the cost of bulbs and projector maintenance.</i>		
Custodial Fee, flat rate for Sanctuary	\$65.00	
Setup Fee, flat rate for Sanctuary	\$50.00	
<i>This fee is charged if the chancel area furniture (choir chairs, lectern or pulpit) are moved. The lectern and pulpit are to be moved by church personnel only. The Sanctuary piano is not to be removed from the Chancel area.</i>		
Sanctuary Altar and/or Altar Rail Moving Fee	\$200.00	
<i>This fee is charged if the altar or altar rails are moved. This work is only done by the Board of Trustees, and results in wear and tear on the furnishings.</i>		
Custodial Fee, flat rate for Bruce Chapel	\$50.00	
Setup Fee, flat rate for Bruce Chapel	\$50.00	
<i>This fee is charged if chairs, tables, or other furnishings are set up and/or taken down by church personnel.</i>		
Custodial Fee, flat rate for Cooper Hall	\$75.00	
Setup Fee, flat rate for Cooper Hall	\$50.00	
<i>This fee is charged if chairs, tables, or other furnishings are set up and/or taken down by church personnel.</i>		
Custodial Fees per hour	\$25.00	
<i>At the discretion of the Board of Trustees, custodian fees may be waived if the facility is left clean.</i>		
Other Fees _____	\$ ____.	

Expected Total Cost

Standard Deposit	\$75.00	
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Your deposit is required to secure the use of the facility if your request is approved. Your deposit will not be applied to the total cost of facility use; it will be returned to you after the event if there is no damage and additional cleaning is not required. Your deposit is fully refundable if you cancel more than two weeks before the first date of the event.

** If the event is sponsored by a member of Good Shepherd United Methodist Church with more than 14 days notice, that person's designated giving to the church's General Fund (as recorded by the Finance Secretary) in the preceding 12 month period will count toward facility rental. With Trustee approval, a member may also take responsibility for oversight of the use of the Nursery and Kitchen.*

Special Requests:

Please consider how the room needs to be arranged, how many tables and chairs will be required, etc. There may be additional charges for complicated setups. Good Shepherd can provide some types of additional equipment, including easels, white boards, and overhead projectors.

Special Setup or Equipment Needs (attach drawing if necessary): _____

- **PLEASE NOTE:**
The pastor(s) of the church are not involved in planning, scheduling, or overseeing building use (including), nor are they involved in providing keys or access.
- *Last-minute changes to your reservation, such as requesting additional space or arranging to have additional rooms unlocked, will result in additional charges.*

Signature:

Printed Name of Person Making Request: _____

Signature of Person Making Request: _____

Date: _____

For Office Use Only:

Date and Time of Event: _____

Board of Trustees Chair or Designee:

Approved Disapproved _____

Pastor (when necessary):

Approved Disapproved _____

Requesting Person Notified (date, time, initials): _____

Added to Event Calendar if necessary (date, time, initials): _____

Added to Building Calendar if necessary (date, time, initials): _____

Added to Web Calendar if necessary (date, time, initials): _____

Deposit Received (amount): _____ (Date, time, initials): _____

Payment Received (amount): _____ (Date, time, initials): _____

Deposit Returned (amount): _____ (Date, time, initials): _____