BUILDING USE REQUEST FORM

Union Avenue United Methodist Church
1843 S. Union Avenue
Alliance, OH 44601
330/823-9270 fax 330/823-7607

Today's Date:_____ Member: _____ Yes _____ No

Date Room Is Needed: _____ Start Time: _____ End Time: _____

Purpose: _____ Number of People: _____

Contact Person: _____ E-mail address: _____

Address: _____ City: _____

Day Telephone: _____ Home Telephone: _____ Cell phone: _____

Note: We must have the name and telephone number of a person who will be present, who is 21 years of age or older, and we must be able to contact them should the need arise.

A. **Church Functions** will be scheduled through staff meetings, and do not require the use of this form.
B. **Church Members** may use these facilities on an availability basis for non-church functions.
C. **All users** must empty trash cans, clean table tops, turn off lights, and place tables and chairs in their original positions after use of the room.

ROOMS REQUESTED: (Place an "x" in the space provided)

_____ Fellowship Hall (max. 95 people) _____ Sanctuary (max. 387 People) _____ Room 2 (max. 17 People)

_____ Kitchen _____ Chapel (max. 16 People) _____ Room 28 (max. 15 People)

_____ Seekers Room, Room 27, (max. 59 People) _____ Room 23 (max. 17 People)

_____ Other room (please specify _____)

EQUIPMENT REQUESTED: (Place an "x" in the space provided)

_____ Podium _____ Overhead projector & Screen _____ TV/VCR/DVD Cart

_____ Microphone (Sanctuary and Fellowship Hall only) _____ Other _____

D. **Non Member, Non-United Methodist Church function ONLY.** After the Office fills out this request, the group function must be reviewed by a Pastor and recommended to the Trustees for approval. Trustees meet the 3rd Wednesday of each month. All weekday groups must leave the building by 9:00 pm.

ROOM / EQUIPMENT USE FEES: (4 HOURS OR LESS) FOR Non-Member, Non-United Methodist Church Functions

Fellowship Hall & Kitchen—$50.00 Sanctuary—$50.00 Chapel—No Charge

Room 27 or 28 with kitchenette—$25.00 Room 27 or 28 without kitchenette—No Charge

Sound/Audio Services—$50.00

E. Charges will be assessed by the church for any damages, loss, or theft of property by users. PLEASE LEAVE THE ROOM(S) AS YOU FOUND THEM.

Signature _____ Date _____
Contact Person

Original in office file, one copy to contact person and third copy to custodian.