

**APPLICATION FOR USE OF FACILITY**

**Holy Trinity United Methodist Church**

Responsible Party Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip Code : \_\_\_\_\_

Telephone Number: \_\_\_\_\_ days \_\_\_\_\_ nights

Organizations Name: \_\_\_\_\_

Primary Purpose of Organization: \_\_\_\_\_

(If the organization's purpose is in agreement with our Community Outreach program then a reduced cost will be considered)

Responsible party is a member of Holy Trinity United Methodist Church    yes     No

Primary Purpose for the Use of the Facility: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Desired: \_\_\_\_\_ (allow time for set-up & clean-up)

Recurrence    Daily     Weekly     Monthly     on day     on dates

-- All yearly contracts must be renewed in January of each year --

Facilities Desired for use:

Sanctuary     Fellowship Hall     Kitchen\*     Parlor     Class Room 1     Class Room 2

Class Room 3     Class Room 4     Class Room 5     Class Room 6     Class Room 7     Nursery

\* Additional Fees may apply

Services required from Holy Trinity Church:

Organist     Custodial Set-Up     Custodial Clean-Up     (Fees Apply)

Set-up Requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Duties of the Responsible Party

- The responsible party is responsible for all acts by the group during the time they are using the facilities, whether the responsible party is present or not.
- The responsible party is responsible to see that the church facility is properly secured at the end of the event; this includes seeing that all doors (8) and windows are closed and locked, all lights are turned off (see attached schematic of the church facility).
- If the group is not paying a custodial fee, the facility must be cleaned and returned to the condition it was found on arrival. Leftover food must be removed from the refrigerator. A custodial fee of \$60 (for 4 hrs or less work) will be assessed for any clean-up that is required after the group has left.
- If event will generate a large quantity of trash, there will be a \$40.00 fee for early pick-up of dumpster. All trash must be placed in dumpster. Key to dumpster on board in kitchen.
- Notify the church Secretary immediately, of damage that occurred during use of the facility, or any outage that occurred by normal usage.
- A 25% non-refundable deposit is due at time of application to hold the required date(s). The balance is due 14 days prior to event. The facility cannot be used if all fees have not been paid on time.
- All contact between the church and the group will be made through the responsible party.

### **This is a Non-Smoking / Alcohol Free Facility Facility is Handicap Accessible**

Signature of Responsible Party \_\_\_\_\_ Date \_\_\_\_\_

Board of Trustee Approval \_\_\_\_\_ Date \_\_\_\_\_

<b>Building User Fees 2005</b>		
	<b>Member</b>	<b>Non-Member</b>
<b>Weddings</b>		
Organist	\$200	\$200
Fellowship Hall	Make a Donation	\$200
Sanctuary	Make a Donation	\$200
<b>Funerals</b>		
Organist	Make a Donation	\$100 - \$150
Church	Donation optional	\$100
Fellowship Hall	Donation optional	\$100
Custodian (4 hrs or less if needed)	\$60	\$60 fixed
<b>Other Functions</b>		
Fellowship Hall	Donation optional	\$200
Custodian (4 hrs or less if needed)	\$60	\$60 fixed
Class rooms per room	\$0.00	\$50

(The Board of Trustees and the Pastor reserve the right to adjust fees)

