

FIRST UNITED METHODIST CHURCH
BUILDING USE REQUEST FORM: FOR OUTSIDE GROUPS

*PLEASE E-MAIL, FAX OR MAIL FORMS TO FUMCDP@SBCGLOBAL.NET
 668 GRACELAND AVE, DES PLAINES IL 60016
 PHONE: 847-827-5561 FAX: 847-827-1162

GROUP INFORMATION

Name of Group:	Event:
Address:	Phone:
Contact Person:	E-mail:
Relation to Group:	Phone:

EVENT DESCRIPTION

Room(s) Requested: _____

Number of Persons Expected:	Date(s) Requested:
Kitchen Use? Yes No	Start Time/End Time:

Equipment Needed (Please Describe): _____

Brief Description of Meeting/Event:

FEEES

<u>MANDATORY</u>	<u>OPTIONAL</u> (please check if needed)	<u>OTHER</u>
BUILDING RENTAL \$ _____	<input type="checkbox"/> CUSTODIAN FEE -\$100.00 _____	
SECURITY DEPOSIT \$50.00	<input type="checkbox"/> USE OF KITCHEN -\$50.00 _____	
(Returned, subject to Board of Trustee's Approval)	<input type="checkbox"/> AFTER HOURS FEE(after 5 pm Mon-Fri)-\$10.00	
	<input type="checkbox"/> USE OF EQUIPMENT-negotiable	

AGREEMENT

I _____, as the contact person, agree that our group will abide by the rules stated in the Building Use Policy of the First United Methodist Church of Des Plaines.

Signature of Contact Person: _____ Date: _____

Signature of Trustee Member: _____ Date: _____

OFFICE USE ONLY- APPROVED BY: _____ Date: _____

FIRST UNITED METHODIST CHURCH OF DES PLAINES

BUILDING USE POLICY

1. No charge for use of church building for church sponsored or affiliated organizations.
2. Only groups that conform to the purposes of the United Methodist Church may use building.
3. Regulations for use of the church building:
 - a. Use of church equipment is limited to tables, chairs and a coffee urn (upon request).
 - b. Use of the kitchen facilities and its equipment must be arranged prior to event and a separate fee will be charged. Use of the kitchen will also require supervision.
 - c. Any meeting occurring after normal hours (9 a.m. to 5 p.m. Monday through Friday) requires that a representative of the church be present at all times. (An additional fee of \$10 will apply)
 - d. Building must be vacated by 10:30 p.m.
 - e. Set up is the responsibility of any group using the facilities.
 - f. Clean up is the responsibility of any group using the facilities (or custodian fee).
4. Schedule of Fees:
 - a. Fees for 3 hour use of meeting rooms:

	<u>Church Member</u>	<u>Non-Church Member</u>
1. 1-30 guests attending -	\$25	\$50
2. 31 – 75 guests attending -	\$50	\$75
3. 76 – 125 guests attending -	\$75	\$125
4. Over 125 guests attending – Negotiated		
5. All Day Use - Negotiated		

- b. Fee for use of kitchen - \$50
- c. Weddings & Funerals handled separately.