

FIRST UNITED METHODIST CHURCH OF DES PLAINES
668 GRACELAND AVE. DES PLAINES, IL 60016

BUILDING USE REQUEST FORM FOR OUTSIDE GROUPS

***PLEASE E-MAIL, FAX OR MAIL FORMS TO CHURCH OFFICE WHEN COMPLETE.**

E-MAIL: FUMCDESPLAINES@GMAIL.COM

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:

FEES

MANDATORY

- BUILDING RENTAL \$ _____

- SECURITY DEPOSIT **\$50.00**

(Deposit is returnable and counts towards final cost, subject to Board of Trustee's Approval)

OPTIONAL *(please check if needed)*

CUSTODIAN FEE -\$100.00 _____

USE OF KITCHEN -\$50.00 _____

AFTER HOURS FEE(after 5 pm Mon-Fri)-\$10.00

USE OF EQUIPMENT-negotiable

OTHER

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

PROCEDURES

1. All individuals/groups requesting use of facilities must complete a [Building Use Request Form](#) which may be e-mailed, faxed, or mailed to church office when complete NO later than **3 weeks** prior to the event. *(Contact Info Included On Form)*
 2. When the request has been approved by our Board of Trustees, you will be contacted to discuss final details of the meeting/event. You are welcome to schedule a visit to our church to view the facilities and plan for appropriate set up.
 3. After final approval of plans, we require a **\$50 returnable deposit** to be given to church office **AT LEAST 7 days** prior to the event. Your deposit will count towards your final payment of fees. Checks may be written to First United Methodist Church of Des Plaines.
**Please write "deposit & name of event" in the memo line.*
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GENERAL GUIDELINES

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 of a representative of the church.
 - 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. Prohibited Activities

- a. No firearms, firecrackers, or fireworks are permitted on the property.
 - b. The use of tobacco, alcohol, or drugs on the property is absolutely prohibited.
 - c. Food and/or drinks are not allowed in any other areas of the church besides Fellowship Hall. Glasses, dishes, food items, etc will not be moved from reserved areas.
 - d. No animals, except for service animals, will be allowed inside the facilities.
 - e. No use of tape on walls.
 - g. Any movement of furniture must be approved by Board of Trustees prior to event.
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SCHEDULE OF FEES:

- a. Fees for 3 hour use of meeting rooms of non-church members
- b. Weddings & Funerals handled separately.

***MUST PAY \$50 DEPOSIT 7 DAYS BEFORE EVENT, GOES TOWARDS FINAL PAYMENT OF FEES.**

# OF GUESTS ATTENDING	COST
1-30	\$50
31-75	\$75
76-125	\$125
OVER 125	Negotiated

ADDITIONAL FEES – Check box on right if services are needed.

*Custodian Fee is **mandatory** unless contact person agrees building will be left spotless.

Custodian Fee	\$100	
Use of Kitchen	\$50	
After Hours Fee (after 5pm)	\$10	
Use of Equipment	Negotiable	