

Building Use Request Form

A Guide for the Use of the Facilities

One of the primary reasons for having a church building is to serve the community. Williamston Free Methodist Church (WFMC) welcomes and encourages groups and individuals who can put its facilities to good use at time when they are not needed for congregational purposes. All building use is subject to the provisions of the Policy Statement on the Use of Williamston Free Methodist Church Facilities, (June 2011). *In exceptional circumstances WFMC reserves the right to preempt any group should the need arise.*

WFMC tries to be a good host and expects users to act as though they were using the home of a friend. Basic guidelines include:

1. No smoking
2. No beer, wine, liquor or other controlled substances
3. No non-WFMC fund raising functions
4. Facilities (including table and chair arrangement) are to be restored to the condition in which they were found. Waste is to be put in the appropriate containers. Lights are to be turned off and windows closed.
5. Phone use is limited to local calls (no long distance calls)
6. No storage is provided.
7. Internet access via attachment to building LAN must be pre-arranged and approved – no computer support is provided.
8. The sound and lighting equipment require trained technicians. If you plan on using sound and lights in the sanctuary, you will need to secure WFMC trained technicians.
9. All groups using the facilities in the evening are expected to complete their activities, clean and straighten up, perform a facility security check, and be out of the building by scheduled end time 10:00 p.m. at the latest.

Scheduling/Costs

1. All facilities must be scheduled through the church's Secretary using the attached form (Appendix 2).
2. Donations for the use of facilities assist in defraying operational and maintenance costs.
3. Refunds may be made at the discretion of the Administrative Pastor.
4. Approval for use of meeting rooms does not automatically include use of kitchens. Guests are expected to schedule the use of a kitchen (including coffee makers) as they would any other room.

Kitchen Use

1. Scheduling a tentative date with the church's Secretary.
2. Approval must be obtained from the WFMC Leadership Team or Administrative Pastor.
3. The kitchen must be cleaned at the close of the activity.

Fee Schedule

Space / Items	Request (Check all that apply)	Rate	Total
Sanctuary (4 hours)		\$100.00 (\$25.00 per additional hour)	
Fellowship Hall (4 hours)		\$50.00 (\$25.00 per additional hour)	
Conference Room (4 hours)		\$50.00 (\$10.00 per additional hour)	
Classroom (4 hours)		\$25.00 (\$10.00 per additional hour)	
Kitchen (in conjunction with Fellowship Hall)		\$50.00	
WFMC designee coordinator		\$ ___./hr	
Custodial Fee (set up)		\$50.00/per event	
A/V Technicians Fee		\$50.00/per event/per person	
AV equipment (per day each item + \$50 deposit)		\$25.00 + \$50.00 Deposit	
Estimated parking spaces required:			
Internet access (building LAN):			

Williamston Free Methodist Church Facility Use Application / Agreement / Damage Deposit

A damage deposit equal to the amount of the room(s) donation is required for all reservations. The damage deposit should be issued as a separate check and will be returned to the user group un-cashed if, after the group's meeting has taken place, no damage or special clean up is required. If damage is found and/or extraordinary clean up is required, the damage deposit check will be cashed and funds used to restore the premises to original condition. The remainder (if any) of the funds will be returned to the group. *In exceptional circumstances WFMC reserves the right to preempt any group should the need arise.*

AGREEMENT BETWEEN WILLIAMSTON FREE METHODIST CHURCH AND USER GROUP

Name of group: _____

Address/Phone: _____

Liaison: _____

Address/Phone/Email: _____

Purpose of Meeting/Nature of Organization: _____

Notes or special circumstances: _____

Requested Date(s): _____ Start Time: _____ End Time: _____

Facilities Requested – Please attach completed second page

Total Facility Rent Due: _____ Deposit Paid _____

Insured: Yes No

I have read the guidelines for building use and our organization agrees to abide thereby.

Date Signature of group representative

-----To be completed by Church Administrative Office-----

WFMC Designee Required: Yes No (Required for Kitchen Use or Lock Up)

WFMC Designee Assigned and Phone Number _____

"Sponsored" or "Related" Group: Yes No

Date Approved by (church representative)