Richmond United Methodist Church 8538 Delaware Drive, Bangor, PA

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BUILDING RENTAL PACKET

1. Building Use Rental Contact form

2. Building Use Regulations

BUILDING USE CONTACT FORM 3 pages Rev: 8/18/2024

The church secretary or representative will provide this form to anyone upon their request for a facility rental. The form must be completed, and accompanied by a deposit check, or a check covering the entire rental fee, to the church secretary, the trustees, or the pastor. Upon receipt by the listed approving authorities, it will be determined if the date, dates, are available, and if so, the facility will be made available to the applicant.

The entire fee, including the previously paid deposit will be paid one week prior to the scheduled event. In the event emergency circumstances necessitate the rental of the facility as indicated above, with less than a weeks' notice, payment will still be made prior to the scheduled event. Any damage attributed to the applicant will be paid for by utilization of the applicants' deposit.

Application Date:	Applicants Name				
Address of applicant:					
	House Number	Street	City/State	Zip	
Business phone	Cell				
Person responsible in atte					
Business phone	Cell				
Purpose of event					
Event Date: Ho	urs of event: Start	Fin	ish	_	
			(Applic	ant)	
Estimated attendance:	$_{ extstyle e$	Building Rent	tal Packet must b	e complete	d and returned with
deposit.					
	<u>F</u>	EE SCHEDU	<u>LE</u>		
 Deposit (refundab 	le)`	\$150.00			
 Church Sanctuary 		\$300.00			
 Church Organist 	\$15	0.00			
Sexton		\$100.00			
If the entire facility i	s not placed in a before	event condition	the deposit will be	e used to offs	set this cost
Pastor	s not placed in a sciole	\$150.00	the deposit will be	2 4364 60 0113	
 Upstairs Sunday Sch 	ool Room	\$50.00			
Thomas Hall		\$400.00			
The Sexton of the sext	can be utilized to superv	ise the clasing a	of the facility upon	completion of	of the event
o me sexion	can be atmized to superv	ise the closing t	or the facility apon	completion	of the event.
Total Fee	Approving Trust	ee	Date		

BUILDING USE REGULATIONS

- No smoking or use of alcoholic beverages or drugs on the church property.
- Table/chair set-up and tear down is the responsibility of the group using the facility.
- The church <u>does not</u> provide disposable utensils, paper products, tea, coffee, condiments, milk, cream, ice cream.
- The room is to be returned to its original set-up.
- Tables wiped clean.
- The group is responsible for cleanup. Trash removal (placed in trash bag, then outside the rear kitchen door).
- The gas stoves, ovens, dishwasher, are only to be utilized with prior permission, or, when the Sexton has been retained. Or when a Trustee is present. Must be initialed by a Trustee (_____)
- You provide tea/coffee, beverages, ice, baked goods, and food.
- thermostat heat set at 62 degrees, Air-conditioning off prior to departure.
- Windows, doors, closed and locked, lights off upon departure.
- Restrooms are to remain in order and clean. Do not remove bottles of soap and/or lotions.
- Sanctuary is off limits unless also reserved.
- Entry and exit will be solely by the side door unless sanctuary is being utilized.
- Adults will supervise children. Respect our property, No running, or inappropriate language or behavior. If you make a mess, you clean it up!
- Indemnification: Applicant assumes full responsibility for property damage/theft or injuries, sustained by its participants while on church property.
- Applicants are required to <u>sign application form</u> acknowledging acceptance of these conditions of usage.

•	APPLICANT SIGNATURE	
•	DATE	