

BUILDING USE REQUEST FORM
 Oak Chapel United Methodist Church
 4203 W Old Lincoln Way, Wooster, OH 44691
 (330) 264-2537

Today's Date: _____

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

* Contact Person: _____ Email Address: _____

Address: _____ City: _____ Zip: _____

* Phone: _____ Home Mobile Work (circle one)

Purpose: _____ Number of People: _____

* **Note:** We must have the name and phone number of a person who will be present, who is 21 years of age or older. We also must be able to contact him/her should the need arise.

ROOMS REQUESTED:	FEES ¹	Member?	Funeral?	# Days	Extended Fee
Sanctuary ²	\$150.00				
Fellowship Hall	\$150.00				
Including Kitchen, add:	\$50.00				
Sing-Mar Room	\$75.00				
Classrooms	\$50.00				
Custodial Fee	\$100.00				
					TOTAL:
					DEPOSIT (Min: \$100.00):
EQUIPMENT REQUESTED:					BALANCE DUE:

¹ **Church Members:** No cost for the building and no custodial fee for funerals.

² Use of the Sanctuary for a wedding includes the rehearsal and the wedding.

Projector _____ TV _____ Podium _____ Other _____

Microphone _____ DVD _____ Cart _____ Other _____

USAGE REQUIREMENTS (See Building Use Policy for full details):

- No gambling, alcoholic beverages, tobacco use, vaping or drugs allowed .
- Children are not to be left unattended nor in rooms other than those reserved for a group's use.
- Groups shall clean up after themselves; use of the kitchen requires permission/supervision of UMW.
- Charges will be assessed by the Church for any damages by users.

I/we, _____ understand that Oak Chapel United Methodist Church is not responsible for providing supervision or for insuring my/our use of the facilities. I/we shall hold Oak Chapel United Methodist Church harmless from any and all liability, actions, or causes of action of every kind and nature whatsoever which I/we now have or which my arise from or in connection with my/our use of its facilities. I/we acknowledge receipt of the Oak Chapel Building Use Policy.

Signature

Date