

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 (select 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: |
| ¹ Church Members: No cost for the building and no custodial fee for funerals. | | | | | DEPOSIT (Min: \$100.00): |
| ² Use of the Sanctuary for a wedding includes the rehearsal and the wedding. | | | | | BALANCE DUE: |

EQUIPMENT REQUESTED:

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