

# Mount Olivet United Methodist Church Building Use Application

Mount Olivet reserves the usage of the facility for non-profit groups and not for profit events

Group or Individual : \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_ Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Date: \_\_\_\_\_ Function Time: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Anticipated Arrival Time: \_\_\_\_\_ Anticipated Exit Time: \_\_\_\_\_

## What facilities are needed:

Kitchen: \_\_\_\_\_ Sanctuary: \_\_\_\_\_ Library: \_\_\_\_\_

Room A: \_\_\_\_\_ Room B: \_\_\_\_\_ Room C: \_\_\_\_\_

Other: \_\_\_\_\_

**Kitchen, Cooking and Serving use** (please write a brief description of kitchen use requested) : \_\_\_\_\_

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## Who will be responsible for the following:

Room set-up: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Restoration: \_\_\_\_\_ Contact Number: \_\_\_\_\_

*Return tables, chairs and other objects to original location (Diagram included)*

Clean-up: \_\_\_\_\_ Contact Number: \_\_\_\_\_

*Bag up trash, pick up clutter, wash & replace any kitchen items used, clean all counters, sinks, etc.*

Unlock: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Lock-up: \_\_\_\_\_ Contact Number: \_\_\_\_\_

***The church will be responsible for cleaning the rest rooms, vacuuming carpets and trash removal.***

Note: An inspection will be made following use and the user notified if conditions are not completely restored and/or damages are done. **A cleaning fee, to be paid to our custodian, will be charged if restoration and cleanup are not completed.**

Covenant: In exchange for use, I promise to follow the guidelines and regulations governing the use of this facility, and will be responsible governing the use of this facility, and **will be responsible for it being restored to the condition prior to my use.**

Date Submitted: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Board of Trustees, Chairperson: \_\_\_\_\_

# Mount Olivet United Methodist Church

## Building Use Worksheet

Updated 3/8/2020

