

Church Office located at
2710 Columbus Street
Grove City, OH 43123

GROVE CITY UNITED METHODIST CHURCH
2684 COLUMBUS STREET
GROVE CITY, OHIO 43123

BUILDING USE REQUEST FORM
For Church Administration And Programming Of The Local Church
During Normal Church Hours, (see back)

Date(s) of Reservation: *(You will be notified only if the church is unable to accommodate your 1st choice request.)*
(PLEASE LIST ALL DATES REQUESTED -- USE ADDITIONAL SHEET IF NECESSARY)

1st choice _____ EVENT TIME: _____

_____ SET UP TIME: _____

2nd choice _____

_____ DEPARTURE TIME: _____

Organization Name: _____

Representative: _____ Phone: _____

Address: _____ Daytime Phone: _____

Number in Group: _____ Meeting Room Requested: _____

How is room(s) to be set up? _____

Conference set-up: _____

Class Room set-up: _____

U-shape: _____

Other: _____

Class Room(s) _____

Family Life Center _____

Fellowship Hall _____

Fireside Room _____

Library _____

Sanctuary _____

Other _____

Special Requirements: (Be as detailed as possible.)
(The above rooms have maximum capacities depending on how they are set-up)

_____ Tables (quantities) _____ Chairs (quantities)

Other _____

****REMINDER****

Please specifically state your needs (i.e. tables, chairs, use of coffee pots, etc.) Sign and return your reservation form to the church office. You may consider the event on the schedule unless otherwise notified. If there are any conflicts with other scheduled events, you will be notified by the administrative secretary or building superintendent. If event scheduled is outside of regular working hours, arrangements must be made for opening and closing the building through the Board of Trustees.

I have read, understand, and hereby agree to abide by the regulations (on the reverse side of this page) for meeting room use established by the Church Board of Trustees.

(signed)

(date)

Trustee Approval: _____

Fee Assigned _____

Date Notified: _____

Shaded areas to be completed by Grove City United Methodist Church

Revised 1/17/2007

THE FOLLOWING REGULATIONS FOR USE OF THE CHURCH FACILITY HAS BEEN ADOPTED BY THE BOARD OF TRUSTEES.

1. All groups or organizations using the facility must have at least one adult in attendance who will be responsible for the group and use of the facility. If a supervisor is not present, the activity or meeting will be cancelled.
2. ***Alcoholic beverages and illegal drugs are prohibited in the church and on the church property.***
3. ***Smoking is prohibited in the church.***
4. Meeting room reservations are not transferable from one group to another.
5. No decorations, posters, or any other materials may be installed or displayed in the meeting rooms without prior approval.
6. Church use of meeting space takes precedence over any other use and the church reserves the right to, without notice, cancel use of meeting space by an outside organization if the Pastoral Staff or Board of Trustees determine that the space is needed for church purposes.
7. If a scheduled meeting is cancelled, the church office should be advised at least 24 hours in advance.
8. The group using the meeting space shall be financially responsible for any damage to church property; shall assume responsibility for all loss, damage, or injury arising from use of the meeting space; and shall covenant to hold harmless the Grove City United Methodist Church and its staff and Board of Trustees from, and indemnify them for any claim, suit, judgment, cost, expense, property, premises of facilities of the Grove City United Methodist Church.
9. Reservations are made on a first come, first serve basis.
10. Meeting space may be reserved for use during hours the church is open (church hours are – Monday-Thursday: 8:00am-9:30pm, Friday: 8am-4pm, Saturday: 8am-1:30pm, Sunday: 7am-12:30pm and 5pm-9pm.) A custodial fee will be applied for approved use of the facility outside of the normal church hours at the rate of \$25.00 per hour.
11. The Board of Trustees/Administrative Board reserves the right to amend these regulations at any time. The Pastoral Staff or Board of Trustees may, for good cause, deny or cancel any application for reservation of meeting room space, and, for good cause may waive any meeting room regulations.

Revised 1/17/2007