

**APPLICATION FOR FACILITY\***

\*There is a separate application for sanctuary use.

Date application rec'd: \_\_\_\_\_ Nature of event: \_\_\_\_\_

Day & Date(s) of event: \_\_\_\_\_ Number of people: \_\_\_\_\_

Name of group/organization: \_\_\_\_\_

Person Completing Application: \_\_\_\_\_ Home: \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Work: \_\_\_\_\_ - \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Every group must designate a person (Event Coordinator) who will be both present and responsible for the group on the day of the event.

Event Coordinator: \_\_\_\_\_ Home: \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Work: \_\_\_\_\_ - \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Total # Hours of Use: \_\_\_\_\_ Set up/Clean up \_\_\_\_\_ to \_\_\_\_\_ Event Times \_\_\_\_\_ to \_\_\_\_\_ \*

*\*NOTE: Events must conclude, including clean-up, prior to 10:00 p.m. unless special considerations are approved in advance by the Trustees.*

Is the public invited? \_\_\_\_\_ If yes, will a fee be charged? \_\_\_\_\_ Fee: \_\_\_\_\_

**Indicate desired areas and equipment on reverse.**

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The applicant acknowledges receipt of copies of the "Guidelines for Use of Church Property" and the "Building Safety Policy" and agrees, if the application is approved, to comply with them when using the property.

Signature of applicant: \_\_\_\_\_

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
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**Fee Schedule** (This section completed by Trustees after application is reviewed at Trustees meeting.)

Usage Fee: \_\_\_\_\_ This fee is due upon notification of approval by Trustees, payable by check or money order to "Bellevue Heights United Methodist Church."

\*\*Deposit: \_\_\_\_\_ Please pay in a separate check or money order payable to Bellevue Heights United Methodist Church.

*\*\*NOTE: This separate, refundable deposit, equal to the amount of the usage fee, will be required for each event, and will be returned upon the timely and satisfactory completion of all terms of this agreement.*

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Date of Trustees review: \_\_\_\_\_ Church calendar checked/noted: \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Trustee signature \_\_\_\_\_

**Upper Level Rooms:**

- \_\_\_\_\_ Christian Service Room/Lounge  
 (includes kitchenette, 3 tables, chairs)  
 \_\_\_\_\_ Door 3 – Classroom  
 \_\_\_\_\_ Door 4 – Classroom  
 \_\_\_\_\_ Door 5 – Library  
 \_\_\_\_\_ Door 6 – Choir Room

**How Rooms/Areas are to be Used:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Lower Level Rooms:**

- \_\_\_\_\_ Fellowship Hall  
 \_\_\_\_\_ Stage  
 \_\_\_\_\_ Door 11 – Youth Room, classroom  
 \_\_\_\_\_ Door 12 - God's Playroom  
 (This Room requires adult supervision)  
 \_\_\_\_\_ Kitchen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*NOTE: Doors 7, 8, 9 & 12 are reserved for Bellevue Heights Nursery School and are not available for rental or use.*

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**Equipment**

- \_\_\_\_\_ TV/VCR  
 \_\_\_\_\_ Podium with speaker

Setting up and taking down tables and chairs is the group's responsibility unless otherwise noted.

\_\_\_\_\_ Table/s (seats 8) \_\_\_\_\_ needed

\_\_\_\_\_ Chairs \_\_\_\_\_ needed

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

PLEASE NOTE: Our facility is not air-conditioned. During warm-weather months, those using our facility are encouraged to bring their own fans and extension cords to keep rooms and other areas comfortable.

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**Kitchen**

No food, beverage ingredients, condiments, or refrigerated items are included with the use of the kitchen.

Any items on the premises are the property of the church and its entities.

Clean up in the kitchen requires users to bring their own dish soap and towels. A broom, a mop/mop bucket, and a floor-cleaning solution *will* be provided.

\_\_\_\_\_ Coffee makers (10 cups)

\_\_\_\_\_ Ovens/Stove tops

\_\_\_\_\_ Coffee urn (100 cups)

\_\_\_\_\_ Refrigerator (Church's only)

\_\_\_\_\_ Dishes

\_\_\_\_\_ Silverware

\_\_\_\_\_ Hot plate

\_\_\_\_\_ Sinks

\_\_\_\_\_ Microwave

\_\_\_\_\_ Steam table

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Dishwasher Use requires a church operator and a *fee. Based on operator availability.*

\_\_\_\_\_ Garbage disposal: *Use requires a church operator and a fee. Based on operator availability.*

Additional information: \_\_\_\_\_