

## FACILITY USE REQUEST FORM

Please return the completed form to the church office as far in advance of the date requested as possible to confirm your reservation. At that point we will discuss the Facility Use Fee Schedule with you.  
 415 West Verona Avenue, Verona WI 53593 OR email: [sugar.river@sugarriverumc.org](mailto:sugar.river@sugarriverumc.org)

1. \_\_\_\_\_ Date: \_\_\_\_\_  
 (Group or Individual requesting use)
2. Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
3. Date(s) Requested: \_\_\_\_\_ If recurring - Start date: \_\_\_\_\_ End date: \_\_\_\_\_
4. Time of day: Begin: \_\_\_\_\_ End: \_\_\_\_\_
5. \*Facilities needed (please circle all rooms you plan to use):
 

<input type="checkbox"/> Worship Auditorium	<input type="checkbox"/> Classroom(s) How many? _____
<input type="checkbox"/> Children and Youth Center (Large Group Area)	<input type="checkbox"/> Narthex/Office Foyer Area
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Fellowship Hall
<input type="checkbox"/> Library/Conference Room	
6. \*Equipment needed: (run by our technicians)
 

<input type="checkbox"/> TV/VCR/DVD	<input type="checkbox"/> Boombox	<input type="checkbox"/> Overhead Projector
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Sound System	<input type="checkbox"/> Coffee Pot(s)

Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines.  
 Please explain activity to be held: \_\_\_\_\_

Estimated number of people involved: (number of people must be within the regulations of any current Dane County policy) \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

Alcoholic beverages are not allowed.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Kitchen Etiquette" – reverse side)

Date: \_\_\_\_\_

**Signature of Responsible Party**

**For office use only:**  
**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**CC:**  
 \_\_\_(Custodian)    \_\_\_ (Office)    \_\_\_ (Building)    \_\_\_ (Ministry Coordinator)    \_\_\_(Other)

## **Responsibilities after Building Use**

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and dispose of in dumpsters at the back of the building.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up.

\*Washcloths, towels, a broom, a dustpan, etc. are located in the kitchen. Please return these to the kitchen when you are done using them. Used towels and washcloths can be left in the kitchen. They will be picked up and washed regularly.

### **Fee Schedule for Facility Use**

<b><i>Worship Auditorium:</i></b>		<b><i>Extra Cleaning*</i></b>	<b>\$15/hour</b>
100 or less	\$100	<b><i>Children and Youth Center/Classrooms:</i></b>	
101-200	\$200	\$25 for 2 hours	
201-300	\$300	\$40 for 4 hours/half day	
301-375	\$350	\$70 for 8 hours/full day	
<b><i>Fellowship Hall/Kitchen:</i></b>		<b><i>Special Set Up*</i></b>	<b>\$15/hour</b>
TBD on a case-by-case basis		<b><i>Band Equipment Set Up*</i></b> (removal and reset)	<b>\$50 flat fee</b>
<b><i>Media*</i></b>	<b>\$15/hour</b>	<b><i>Cancellation Fee:</i></b>	<b>50%</b>
<b><i>Grand Piano</i></b>	<b>\$50/Hour</b>		

**50% of estimated fee is due upon confirmation of date by Sugar River UMC.**

**Remaining estimated fees will be paid 2 weeks prior to an event.**

\* Fees marked with asterisk should be made payable directly to person performing the service  
(names will be provided prior to event).