



First United Methodist Church of Ellsworth Facility Use Request

It is the intent of the First United Methodist Church of Ellsworth that the actions of any individual, organization or group utilizing the church facility will affirm and support the Church Mission Statement as printed below.

The Ellsworth First United Methodist Church is a community of believers who proclaim that Jesus Christ is Lord. We offer opportunities for worship, prayer, study and fellowship. We express through concern and love for each other, God's love as revealed in Jesus Christ. Under the guidance of the Holy Spirit, we seek to nurture the spiritual growth of our children, youth and adults. As believers, we reach out to our community and world through Christian witness.

STEP ONE: Read and sign the rules regarding use of our church facility.

Any person, group or organization requesting to use the church facilities, hereby named as *Guest*, shall secure, complete and return the Facility Use Form in a timely manner prior to the date of use to the church office. Donations will be accepted to help cover expenses. Guests must abide by the following:

1. Guest will assure there is no smoking, use of alcoholic beverages or illegal drugs within the Church or on the Church premises.
2. Guest will insure a responsible adult is in charge and on the premises until everyone in the group has left.
3. Guest will respect the property by cleaning up after the event. Guest will be responsible for any damage occurring during the Guest event.
4. Do not alter the thermostats. If you need assistance with the heating and air conditioning, please call Murray Marston at 785-472-8605 or the church office.
5. Turn out all lights and shut doors at the end of the event.
6. No audio/video equipment in the Technology Booth may be used without a member of the Technology Team present.

I have read the above responsibilities and understand that my failure to abide by these can result in the Guest group I represent not being allowed to use the facility. I understand that any actions of the Guest group I represent must be supportive of the First United Methodist Church of Ellsworth Mission Statement.

Print Name: _____ Signature: _____
Date: _____

STEP TWO: Complete the following:

What is the purpose of your Group Meeting/Event: _____

What areas of the church building or grounds do you want to use? _____

What days and times (start and end) do you want to use our Facilities?

Please list any special needs and/or equipment need (such as tables, chairs, etc.): _____

Contact person from the Guest group:

Name: _____ Phone # (Day) _____ Evening _____ Member? Y N

Name: _____ Phone # (Day) _____ Evening _____ Member? Y N

STEP THREE: First United Methodist Church approves or rejects your request.

1. Availability of requested building or grounds areas confirmed by church secretary:

YES _____ NO _____ Initials of Secretary: _____

2. Approval of Guest and Purpose of Event by Pastor **and** one of the following: Chair of Leadership, Vice-Chair of Leadership or Chair of the Trustees.

PASTOR: YES _____ NO _____ Signature: _____

AND

OTHER/Name: _____ YES _____ NO _____

Title: _____ Signature: _____

If not approved, reason for disapproval: _____

STEP FOUR: Church Secretary to make arrangements for building to be open and prepared for event.

Who will make sure the building is open? _____

Was a key issued to the Guest? YES _____ NO _____

Contact teams affected by Request:

Which teams were contacted? _____