

# MADISON UMC FACILITIES RESERVATION REQUEST

Today's Date \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

if recurring, mark all dates on calendar on back of this form

Group \_\_\_\_\_

Type of Activity \_\_\_\_\_

Number expected \_\_\_\_\_

Facility Reservation Time \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_

Calendar Listing Time \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_

Person in Charge Children/Youth events: 1 adult/10 children or youth (minimum of 2 adults)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone Numbers \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Nursery required? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, complete Nursery request form. Time \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_

## SPACE REQUIRED

Administration Building # \_\_\_\_\_ Chapel (Sanctuary or Basement #) \_\_\_\_\_

Children's Wing # \_\_\_\_\_ Christian Life Center \_\_\_\_\_

Education Annex # \_\_\_\_\_ Fellowship Hall # \_\_\_\_\_

Kitchen (CLC or FH) \_\_\_\_\_ Sanctuary \_\_\_\_\_

Facilities Fee \$100/hour Make checks payable to Madison UMC.

Kitchen Reservation Fee \$100 Fee due: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Fees associated with catering determined by church hostess

I have read the General Guidelines and agree to abide by them:

Routing: Sec. \_\_\_\_\_ Signature  
CLC Director \_\_\_\_\_ Church Hostess \_\_\_\_\_ Bldgs/Grds \_\_\_\_\_ Nursery \_\_\_\_\_

Approval date: \_\_\_\_\_

## SPECIAL NEEDS AND ROOM DIAGRAMS

# of tables round \_\_\_\_\_ rectangle \_\_\_\_\_ #of chairs needed \_\_\_\_\_

Tablecloths \_\_\_\_\_ Table Decorations (flowers/centerpieces) \_\_\_\_\_

Serving line/buffet \_\_\_\_\_ Food-will you provide or need caterer? \_\_\_\_\_

Podium \_\_\_\_\_ Projection/Screen \_\_\_\_\_ Sound Equipment \_\_\_\_\_

Sports Equipment \_\_\_\_\_ Basketball Court \_\_\_\_\_ Volleyball Court \_\_\_\_\_

Table Games \_\_\_\_\_

Please draw diagram of preferred set up below Please note any additional information  
Example: Group singing

# GENERAL GUIDELINES FOR USE OF THE FACILITIES AT MADISON UMC

- 1 MUMC invites groups, members, and visitors to use its facilities. Permission may be granted only when such use is consistent with the Social Principles of The United Methodist Church and ecumenical objectives. Permission to use the facility is granted by the Staff member designated by the Senior Pastor.
- 2 The Office Staff will annually disseminate these guidelines to all organizations that regularly use the church facilities. A reporting form will be enclosed for completion and return to the church office on which will be recorded the following information:
  - \*the organization's name
  - \*its sponsor, including his/her phone numbers and mailing address
  - \*the organization's purpose in asking to use the church facilities
  - \*the dates and times of each scheduled meeting for the year
  - \*documentation of all space needs and other details as requested
- 3 Use of the facilities beyond regularly scheduled activities must be cleared with the Office Staff and entered on the church calendar by the church secretary. Priority is given to church-related activities and to those church activities already scheduled.
- 4 Keys for non-staff church members may be obtained from the church office by the sponsor of an event/meeting before 4:00 p.m. on the day of the event/meeting and returned the following day. Keys may be obtained from the church office on Friday for weekend events. Keys must be signed out by a church staff person and the phone number of the person taking the key is recorded for a follow-up if necessary. Please phone the church office to make arrangements to obtain keys at times other than those specified.
- 5 Our set-up and clean-up services are limited. Your group is responsible for room arrangements. A fee may be assessed if your group requires special services. Staff may decide to waive fee requirements for groups based on the group's ministry to the church and history of usage of facilities. Rooms may be rearranged and equipment moved, however, the room and equipment must be returned to its original arrangement and location at the conclusion of the event/meeting. Rooms must be cleaned at the conclusion of the event/meeting. This includes vacuuming/sweeping as necessary to return it to its original condition.

When refreshments are served, garbage must be placed in kitchen trash bags, tied shut and placed in bin in fenced area outside Fellowship Hall kitchen door. In being good stewards of sustainable resources, MUMC endeavors to recycle items such as aluminum and certain plastics. We would respectfully ask that each group use appropriate recycling containers located in the Fellowship Hall Kitchen. All groups requesting use of the church kitchen will receive and should adhere to the Guidelines for Kitchen Use.

- 6 Church supplies (including Sunday school, kitchen, and related supplies) must not be used. Groups using the church facilities will be required to provide their own supplies.
- 7 Conservation of utilities is critical. All lights, air conditioning units, heat, and other utilities must be turned off or returned to its original setting. Sponsors are to be the last persons to leave the building and are expected to turn off all utilities.
- 8 The organization's sponsor or group leader will lock and secure all buildings.
- 9 Children and youth must be supervised at all times. Respect and care for the church facilities should be observed by all.
- 10 All church facilities are smoke-free environments. Alcohol and drugs are not permitted on the premises.
- 11 Damage to church property is to be reported to the church office immediately and a plan for repairs will be established with the organization's sponsor.
- 12 Selling or displaying for sale any items or services by commercial organization for profit-making purposes is prohibited.
- 13 Groups must seek the approval of the appropriate staff person before attaching items to the walls, floors, furnishings, or equipment.
- 14 Every event leader(s) shall be responsible for providing a safe environment for all event participants.
- 15 Before any group uses these facilities, its sponsor must read all guidelines and sign a release signifying that the group will abide by them.
- 16 A failure to abide by these guidelines may preclude your organization from using church facilities in the future. Refer to the MUMC wedding policy when the church is to be used for events such as weddings, banquets, receptions, or anniversaries.



**If you want to schedule  
Nursery/Childcare at Madison UMC  
but will not use a room in the facility,  
PLEASE  
FILL OUT THIS FORM AND  
SUBMIT TO THE OFFICE.**

**DATE REQUESTED** \_\_\_\_\_ **TIME** \_\_\_\_\_

**TIME NURSERY WORKERS SHOULD BE THERE** \_\_\_\_\_

**NUMBER OF CHILDREN EXPECTED** \_\_\_\_\_ **AGES** \_\_\_\_\_

**GROUP** \_\_\_\_\_

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

Checklist for groups/individuals using facilities of Madison UMC

Check off completed responsibilities	<input checked="" type="checkbox"/>
Chairs and tables are cleaned	
Chairs and tables are returned to the proper area	
Floors are swept/vacuumed and mopped if needed	
Trash bags are tied shut and taken to dumpster behind Fellowship Hall	
Trash cans are relined with bags	
Rooms are returned to original arrangements and made ready for next day	
Use recycle containers in Fellowship Hall Kitchen if able	
Clean bathrooms used by group and empty trash cans as required above	
Follow Guidelines for Kitchen Use if applicable	
Turn off all lights.	
Lock and secure all exterior doors.	
Return checked out key to office or to mail slot on Pecan Hill St. door.	
If linens are used follow guidelines for cleaning and return to office	

Notes:

# Use of Tablecloths and Church Linens

1. Use of any church tablecloths or linens must first be approved by church hostess.
2. Linens are only available for events held on campus.
3. All linens must be taken after the event, cleaned and returned within 2-3 days or earlier if needed for another event.
4. To clean linens:
  - treat all spots with a spot remover before washing
  - wash linens in **COLD** water
  - dry on medium heat in dryer
  - hang neatly on cardboard covered hangers and return to the church office.