

Calendar Request/Application for Use of Church Facilities

Good Shepherd United Methodist Church

305 E. Smallwood Drive, Waldorf, MD 20602

Phone: 301-843-6797 Fax: 301-843-4884

Date of Application: _____

Name of Organization or Group Making Request: _____

Room(s) requested: () Sanctuary () Fellowship Hall () Chapel
() Parlor () Music Room () Classroom(s) _____
() Kitchen (requires special permission)

Date(s) requested:

Beginning Date: _____ **Ending Date:** _____

Event Start Time: _____ **Event End Time:** _____

Time Room Needed (i.e., include any setup and/or cleanup time): _____

Type of activity: _____

Contact Person

Name: _____ **Good Shepherd Member:** Yes No

Address: _____

Phone Home: _____ Office: _____ Cell: _____

Email: _____

Please review the procedures for the use of space at Good Shepherd United Methodist Church on the back of this form prior to submitting your request.

I have read the procedures for the use of space at Good Shepherd United Methodist Church. I also understand that I will be held liable for any damage which may occur accidentally or otherwise while using the space.

Signature: _____

Date: _____

Approval Signature: _____

Date: _____

PROCEDURES

1. Availability

Previously scheduled church functions have priority. Uncommitted time remaining will be scheduled on a first come basis.

2. Room Requests

Written room request applications should be made to the church office at least three weeks prior to the requested date of use. **All** applications require approval.

3. Restrictions:

- No smoking in the building - strictly observed.
- Alcoholic beverages may **NOT** be served or brought on the premises.
- No food or drink is permitted in the lobby area, sanctuary or other carpeted areas of the church.
- Storage or damage to the property must be assumed by the persons submitting the request for use of the church facilities.
- Children/youth should not disturb toys and belongings of the Good Shepherd Education Center.
- Children not directly involved in the activity for which the building was requested must be supervised by the children's parents at all times.
- Please do not play the piano, drums, keyboard or disturb the sound or lighting equipment.
- Use of the stove/oven requires that special arrangements be made due to safety regulations. Please do not use the stove/oven without permission. Contact Margaret Kolbe at 301-870-8946 or Judy Lindley at 301-645-6414 to receive said permission.

4. Our Expectations of You:

- That you will make arrangements with the church office to pick up a key (if needed) the week of your meeting/event.
- That you will use **ONLY** the area you requested for the times requested.
- That you are responsible for setting up tables and chairs for your event.
- That you will leave the area as you found it when you entered. If utilizing the kitchen for food preparation, all dishes should be cleaned, counters should be wiped, and appliances should be turned off. In Fellowship Hall, if chairs and tables have been used, you are responsible for returning them to the way they were prior to your use.
- That you will turn off all lights and make sure all doors are locked.
- If you are using the building on a one-time basis, you will return the key to the church office the first working day after the building is used.
- If you are using the building on an on-going basis, you will need to notify the church office immediately upon termination of such use and return the key to the church office.

5. Fees:

For non-profit groups meeting here, we request that you make a regular donation to the church to help offset our cleaning costs. A check made out to GSUMC may be placed in an envelope and left in the Administrative Assistant's mailbox outside the church office. Fees for profit-making groups or individuals outside the ministries of Good Shepherd Church are based on the space being reserved and are available from the church office.

FEE SCHEDULE

There are no fees associated with church affiliated or sponsored organizations such as: Boy/Girl Scouts, Bible study, Good Shepherd Stitches, etc.

FEES - Local, formally organized Non-profit organizations when sponsored and attended by a member of Good Shepherd such as: Service Clubs, County Agencies, etc. or baby/wedding showers, birthday parties, anniversary parties, etc.

<u>Room</u>	<u>Fee</u>	<u>Deposit</u>	<u>Total Due</u>
Fellowship Hall	\$85	\$50	\$135
Foyer	40	50	90
Class Rooms	25	50	75
Kitchen (No Food Prep)	15	50	65
Kitchen (With Food Prep)	25	50	75

FEES - Local, profit making organizations, informally organized groups such as: Social Groups, Lecturers, Seminars, etc.

<u>Room</u>	<u>Fee</u>	<u>Deposit</u>	<u>Total Due</u>
Fellowship Hall	\$180	\$50	\$230
Foyer	100	50	150
Class Rooms	50	50	100
Kitchen (No Food Prep)	40	50	90

Separate checks should be issued for the deposit and any fees. The deposit check will be held and returned upon inspection of the premises and/or equipment used.