



First United Methodist Church

615 BROADWAY ST.
BARABOO, WISCONSIN 53913
608-356-3991
fumc@barabooumc.org

Facility Rental Form

<i>For Office Use:</i>	
<input type="checkbox"/>	Approved By _____
	Date: _____
<input type="checkbox"/>	Date reserved
<input type="checkbox"/>	Fees due: \$ _____
<input type="checkbox"/>	Insurance form rec'd
<input type="checkbox"/>	Safe Sanctuaries Policy
<input type="checkbox"/>	Fees paid (if app.)
<input type="checkbox"/>	Keys released, if needed
<input type="checkbox"/>	Keys/Deposit returned

Please return completed form to the church office at least 2 weeks prior to the date requested. After your application has been reviewed by staff or the Board of Trustees, you will be notified on the status of your reservation.

- _____ (Group or Individual Requesting Use)
- Address: _____ Phone: _____
Email: _____
- Explain activity to be held: _____
- Estimated number of people in attendance: _____
- Admission / Fee Charged? Yes No Proceeds, if any, will be used for: _____
- Date(s) requested: _____
If reoccurring, Start Date: _____ End Date: _____ Weekly Monthly Other: _____
- Event Time: _____ until _____ Setup Time: _____ Takedown Time: _____
- Contact person who will be present: _____ Phone: _____
- I have a key to the building. I would like to check out a key - **Key Deposit: \$25** (provide separate check to FUMC)
- Facilities needed (please mark all rooms to be used):

<u>Main Level:</u>	<u>Lower Level:</u>
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Main area
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Classroom(s):
<input type="checkbox"/> Kitchen:	How many? _____
<input type="checkbox"/> Stove/Oven	<u>Upper Level:</u>
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Conference Room
<input type="checkbox"/> Coffee Makers	<input type="checkbox"/> Work Room (room with copy machine)
<input type="checkbox"/> Nursery (adult must be present)	

The group or individual using the building is responsible for setup, clean up and return to normal setup of the building. (See "Building Use Policy Statement"). If there should be any damage during use, please report to the Church Office promptly. **A Certificate of Liability and Property Damage Insurance must be on file in Church Office prior to the event.**

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

Signature on this form indicates acceptance of all applicable fees and policies: see **Building Use Policy and Building Fee Schedule**.

Signed: _____ Date: _____