

# Mora United Methodist Church

500 Clark Street, Mora MN 55051-1804

Parish Office 320-679-2713

MoraUMC.org

[moraogilvie.umcs@gmail.com](mailto:moraogilvie.umcs@gmail.com)

## Facilities Usage Form

*This form must be completed to secure date for use of facility.*

Name & Address of Person Requesting\*:

\_\_\_\_\_

Day Phone \_\_\_\_\_ Cell or Evening Phone \_\_\_\_\_

Ministry or Group Name\*: \_\_\_\_\_ Repeat activity? Yes \_\_\_ No \_\_\_

Date of Event: \_\_\_\_\_ Time (start) \_\_\_\_\_ (end) \_\_\_\_\_ # of people \_\_\_\_\_

Time in \_\_\_\_\_ Time out \_\_\_\_\_

Purpose of Event\*\*:

\_\_\_\_\_

Church Member use: Yes \_\_\_\_\_ No \_\_\_\_\_

We have a key: Yes \_\_\_\_\_ No \_\_\_\_\_

Note: all applicable Trustee fees will apply

**Custodial services required. \$30 check payable to Janell Anderson**

**Key deposit: \$25 payable to Mora United Methodist Church** (pickup key - office hours Tues. – Fri., 9 a.m. – 2 p.m.)

List all room(s) needed:

\_\_\_\_\_

**Activity Coordinator MUST be listed for all usages. This person is responsible for:**

- Opening and locking of church (authorized users only, non-members NOT given key.)
- Check all windows and doors in building.
- Clean up all areas used. Check restrooms. Put trash in dumpster. Turn out all lights.
- Supervision of children. Children should be confined to approved areas. Nursery is for babies and toddlers only.
- All baby toys that have been *mouthed* should be washed with soap and water.
- Obtain TRUSTEES approval for any audio equipment usage.
- Bulletin information (if needed).
- Food/beverage arrangements.
- Arrange for heat/AC to be turned on if required.

Before you leave: If you open it – close it | If you turn it on – turn it off | If you turn it up – turn it back down

*Failure to do your part in cleaning up may result in loss of privileges in building use.*

\*See responsibilities directly above. \*\*Church sponsored events have first priority.

Fees as approved by Church Council

I will abide by the conditions for use of building as listed on this form:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

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

Fill out form, print, mail to: Mora United Methodist Church, 500 Clark Street, Mora, MN 55051.

Remember to enclose appropriate checks!