

# Ogilvie United Methodist Church

102 W Bragg St.. Ogilvie MN 56358-0267  
Parish office 320-679-2713 moraogilvie.umcs@gmail.com

## FACILITIES USAGE FORM

**THIS FORM MUST BE COMPLETED TO SECURE DATE OR USE OF FACILITY**

Name & Address of Person Requesting\*:  
\_\_\_\_\_

Day Phone \_\_\_\_\_ 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

(Note: all applicable Trustee fees will apply) Custodial services required.

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:

	MEMBER	NON-MEMBER
Use of building		
Custodial		
Kitchen		
Laundry		
Sound/Lights		

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

COMMENTS:

Date request received: \_\_\_\_\_

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

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