

Mora United Methodist Church

500 Clark Street, Mora MN 55051-1804

Office 320-679-2713 MoraUMC.org 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 _____

Email address _____

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 Don Ripperton

Key deposit: \$25 payable to Mora United Methodist Church (pickup key - office hours Wed. – Fri., 10 a.m. – 2 p.m.)

List all rooms 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 trash cart. 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!