

Application for Space Rental Wesley United Methodist Church

Name of Event _____ Date(s) of Event _____

Person Making Application _____ Phone/Email _____

Organization (if applicable) _____ Date of Application _____

Number of Attendees _____ Set-Up Time _____ Event Time _____ Teardown/Clean-Up Time _____

NOTE: Rental of the Church facilities is limited to members and not-for-profit organizations.

Space(s) Requested: Sanctuary Chapel Fellowship Hall Kitchen Meeting Room(s)

If event requires more than one room and/or takes place over two or more days, please attach complete function schedule.

Rental Fees

4-8 hours/one mealtime

8 or more hours

Sanctuary	\$75 / \$35*	\$150 / \$75*
Chapel	\$40 / \$20*	\$60 / \$45*
Fellowship Hall	\$50 / \$25*	\$100 / \$75*
Kitchen† (Staging)	\$40 / \$20*	\$50 / \$35*
Kitchen† (Full Service)	\$50 / \$35*	\$100 / \$50*
Meeting Room	\$30 / \$15*	\$50 / \$35*

Meeting Room less than 4 hours with no food: availability and charge determined by Pastor & Board

*DISCOUNT FOR WESLEY MEMBERS: Discount applies only to member's event such as reception, graduation and birthday party. Discount does not apply to an organization's event even if church members belong to the organization.

Member of Wesley Yes No

†Kitchen Usage:

Staging—Kitchen is used for carry-in food only. DOES NOT INCLUDE food preparation, use of appliances (dish-washer, stove and microwave), use of dishes, flatware or utensils, disposables such as napkins and styrofoam cups, and refrigerator/freezer storage. Coffee makers are available, instructions for use and cleaning included.

Full Service—Food preparation, serving and clean-up using kitchen equipment must be done by an approved caterer. Contact Church office for more information.

Technical Requirements: Only Wesley technicians are authorized to use audio/visual equipment. Sound equipment is available in the Sanctuary, Chapel and Fellowship Hall; projection equipment is available in the Sanctuary and Fellowship Hall. **Fee per technician per event: \$15/hour** (may be waived if authorized tech volunteers services).

Audio or visual technician(s) requested. Details: _____

Room Set-Up: Attach drawing or description of desired layout at least one week prior to event.

Fellowship Hall has 60" diameter round tables with six to eight chairs per table; 4' x 8' rectangular tables are available for serving lines, displays or head tables. White tablecloths can be rented for \$5.00 each.

Meeting Room tables can be arranged classroom style, square or U-shape, depending on size of the room.

Conference Room has large table with seating for up to 12; Lounge includes upholstered seating for up to 20.

Special Requirements (attach additional sheet if necessary): _____

Proof of Insurance: Check with your insurance provider to ensure that you or your organization has adequate liability insurance to cover the event and the number of attendees. **Proof of insurance attached** Yes No

Terms of Agreement: After the completion of the event, the Renter shall leave the space in the same or similar condition as received from the Church; if not, an additional \$50 custodial fee may be charged. The Renter shall be responsible for any damage caused by its use of the space, and the Church will arrange for repairs at the Renter's expense. Renter will be responsible for clearing all trash generated at the event and depositing it in the proper waste receptacles on site. No banners, posters, signs or other material may be affixed to walls with tape of any kind, or with nails or pushpins. Moving of any Church equipment or furnishings without prior permission may incur an additional fee. Special effects equipment such as fog machines must be approved by the Church's trustees at least one week prior to the event. Maintenance such as snow/ice removal when event is the only scheduled use of facilities will be charged to the Renter. 50% of rental fee is due at approval of rental application; remainder due on or before day of event. Cancellation may incur loss of deposit.

Signature Printed Name Date
By signing this application, applicant or organization represented by applicant agrees to the terms for space rental as described in this document.