

# FACILITY USE REQUEST / AGREEMENT FORM

Dighton Wesleyan Church  
19522 130th Ave  
Tustin, MI 49688  
231-829-3070

Please return completed form to \_\_\_\_\_ in the church office, to confirm your reservation.

Person / Group requesting use \_\_\_\_\_

Name of contact (if different than above) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of event \_\_\_\_\_

Date requested \_\_\_\_\_  
Month Day Year

S M T W T F S

From \_\_\_\_\_  am  pm To \_\_\_\_\_  am  pm

I have access to the building (key)

I will need access to the building

**Facilities needed**

- Sanctuary
- Kitchen / Fellowship area
- Classroom(s) How many? \_\_\_\_\_
- Nursery
- Other \_\_\_\_\_

Y / N	DESCRIPTION	FEE	TOTAL
	Facility Use (Waived for members / regular attendees)	\$150.00	\$
	Janitorial Fee (Minimal clean-up required by all renters. Janitorial fee waived for members / regular attendees)	\$100.00	\$
	Deposit (Please write a separate check for the deposit. Your check will be returned if the facility is left in satisfactory condition as determined by staff. Deposit waived for members / regular attendees)	\$100.00	\$
	Audio / Visual Tech (No unauthorized use of A/V or musical equipment is allowed)	\$40.00 (up to 2 hours)	\$

Please make checks payable to Dighton Wesleyan Church Total \$

## RENTAL AGREEMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by Dighton Wesleyan Church. Dighton Wesleyan Church reserves the right, and at our discretion, to deny a requestor the use of facilities, particularly if that use is not in agreement with the values of Dighton Wesleyan Church.

Facility rental and fees to be paid in full along with this form: \$ \_\_\_\_\_

Renter's Name: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only:**

- Copies to be sent to:
- Administration
  - Treasurer
  - Custodian
  - Kitchen Coordinator
  - Audio/Visual Tech

## **Terms and Conditions**

Terms and conditions for use of Dighton Wesleyan Church:

1. Waiver of liability: Neither the church nor any of its members or staff assume any responsibility or liability for the conditions of its building/facilities, or its grounds, or for personal injury, loss of property or for any wrong, damage, or harm that may be incurred by any person or group of persons while in the church building or making use of its facilities or grounds. Children are the responsibility of parents and cannot be left unattended.
2. Rooms must be restored to their original arrangements. You are responsible for ensuring the minimal clean-up after your event.
3. Any damage to equipment or facilities shall be the responsibility of those renting the facility.
4. All fees for rental of facilities are payable to Dighton Wesleyan Church and due upon booking. Dighton Wesleyan Church will pay its staff as required.
5. Use of alcohol or drugs on the premises is prohibited.
6. No smoking in the buildings or near the entrance doors.
7. No red drink products allowed.
8. Wedding rice or confetti is not to be used within the facility or on the property. Bird seed is allowed outside. Only dripless candles are allowed.
9. Arrangements for decorations of any kind must be cleared with the church office.
10. Our paper products and disposable table service are reserved for church events only. Use of these supplies will result in forfeit of your deposit.
11. There are no kitchen facilities for preparing food. Preparing food in our facility is a violation of health code. If food is to be brought in, it needs to be cooked and warmed. Warmers and crockpots are permitted for keeping food warm.
12. Any changes of plan arrangements should be communicated to the church office.

## **Cleaning**

### 1. Minimal clean-up required

- Clean tables.
- Return all tables, chairs, and other equipment to their proper places and return all rooms used to their normal setup.
- If using the kitchen, wash and dry dishes and return them to the correct cupboard. Take extra food and beverages with you. Clean all counters and surfaces used including microwave and leave the kitchen clean and ready for the next use. Check the stove to make sure it is off. Check the coffee makers to be sure they are unplugged. Used towels and washcloths can be left on the counter to be laundered.
- Collect all garbage and leave outside the back door.
- Turn off all lights.
- Report any damages.