



Hilliard
United Methodist Church
ROOM REQUEST

For Office Use:	
<input type="checkbox"/>	Event Scheduled on Calendar
<input type="checkbox"/>	Event Denied
<input type="checkbox"/>	Contact Person notified
<input type="checkbox"/>	Work order completed
<input type="checkbox"/>	PAID/NO FEE
Date	_____

This form is only a request. You will be notified when your request has been cleared.

Date of Event: _____

Event: _____

Contact Name: _____ Contact Phone: _____

Contact E-Mail: _____

Set-up begin time: _____ am/pm Event time: _____ am/pm **UNTIL** _____ am/pm

Finished with space by: _____ am/pm One Time: _____ OR Reoccurring: _____ **Weekly**

Room(s) Requested: _____ **Monthly**
Quarterly
Daily

The Sanctuary building

- | | |
|--|---|
| <input type="checkbox"/> Social Hall | <input type="checkbox"/> Room 302 (Chapel) |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Room 303 |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Room 304 (Puppet Room) |
| <input type="checkbox"/> Room 206 (Parlor) | <input type="checkbox"/> Rooms 305 |
| <input type="checkbox"/> Rooms 208/210 (Nursery) | <input type="checkbox"/> Room 306/308 |
| <input type="checkbox"/> Room 301 (Choir Room) | |

Warehouse 839

- | | |
|---|--|
| <input type="checkbox"/> Front Room/Worship Space | <input type="checkbox"/> Room 5 (Youth Director) |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Youth Room | <input type="checkbox"/> Nursery Gathering Area |
| <input type="checkbox"/> Room 6 (Adult Discipleship Director) | |

Specific Needs:

- | | |
|---|---------------------------------|
| Expected Number of People _____ | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Chairs _____ # requested | <input type="checkbox"/> DVD/TV |
| <input type="checkbox"/> Tables: _____ # Round _____ # Long | |

Staff Signature for Approval: _____ Date: _____

The Sanctuary
5445 Scioto Darby Road
Hilliard, OH 43026



Warehouse 839
3691 Main Street
Hilliard, OH 43026

Building Usage Fees

All non-church sponsored events will be charged for building usage. 100% of the facility usage fee will be due to the church office seven business days prior to the approved event. Use of the church facilities by non-Hilliard UMC organizations requires the presence of a custodian or other person approved by the Office Administrator at all times. Fees will be charged for this service.

Room Requested	Unaffiliated Groups	Affiliated Groups	Fee
Sanctuary or Front Room (WH 839)	\$300	\$150	
Social Hall	\$200	\$50	
Kitchen	\$200	\$50	
Gymnasium	\$200	\$50	
Classrooms	\$100 per room	\$25 per room	
Parlor	\$100	\$25	
Chapel	\$100	\$30	
Nursery	\$100	\$25	
Youth Room	\$100	\$50	
Technical Fee	\$50 per hour x _____	\$25 per hour x _____	
Custodial Fee	\$50 per hour x _____	\$25 per hour x _____	
TOTAL CUSTODIAL FEES			
TOTAL ROOM USAGE FEES			
PAYMENT	AMOUNT: _____ DATE: _____ CHECK #: _____		

Please Note:

First priority of usage of our facilities will be given to church events, followed by church member non-profit events, and non-profit events. Adults 18 and older may request facility use.

Hilliard UMC expects meetings and events to be held during building hours: Monday-Friday, 8:30am – 9pm and Saturday, 8am – 7pm. For all other hours, arrangements must be made through the Office Administrator. Please notify the Church Office (614.876.2403) for all cancelled events as soon as possible. Only the approved room(s) shall be used.

Only qualified personnel who are approved or provided by Hilliard UMC will operate video, sound and projection equipment; office; and/or kitchen equipment. Fees will be charged for the use of these services. **TECHNOLOGY USE IS BASED ON PERSONNEL AVAILABILTY AND IS NOT GUARANTEED.** *Technology fees vary and are billed on a case by case basis.*

Smoking, alcoholic beverages and illegal substances are prohibited within the building or on any Hilliard UMC owned property or grounds. Enforcing this is the responsibility of the group approved to use the facility.

It is the responsibility of the group using the Hilliard UMC facility to provide supervision of youth and children at all times. One or more adults must accompany all minors (under 21) using facilities. To comply with the Hilliard UMC Safe Sanctuary Policy, at least two adults shall supervise groups of children. The approved group is responsible for assuring the safety of all children present at the scheduled event.

The approved group is ultimately responsible for any set up and clean up that is required (this includes all tables and chairs). Rooms must be left neat and clean and returned to their original condition. All church equipment must be returned to the same location in which it is found. Any abuse, damage to, or loss of church property shall be the responsibility of the person signing this agreement. Such sum as will be necessary to completely restore the damaged property to its original condition shall be paid on demand to Hilliard UMC by the person signing this agreement.

Responsible Party Signature: _____ *Date:* _____