

Zion's Union Church Maxatawny

Building Request Form

Energized by the Spirit! Humbled by Christ's grace! Working for God's glory!

Date of Request _____

DATE OF EVENT: _____ TIME: FROM _____ TO _____

PURPOSE OF EVENT _____

APPROX. # OF PEOPLE EXPECTED _____

PART OF BUILDING TO BE USED _____
 (List all areas that will be used) _____

IF KITCHEN WILL BE USED, CHECK ALL EQUIPMENT TO BE USED

Oven Range/Stove Griddle Dish Washer Sinks Refrigerators Tables

LIST ANY OTHER EQUIPMENT TO BE USED (Tables, Chairs, Coffee Brewer, etc.) _____

PERSON RESPONSIBLE FOR EVENT _____

SIGNATURE _____

ADDRESS _____ PHONE _____

Kitchen must be cleaned and returned to the original condition or forfeiture of room deposit and/or future use may be denied. Any misuse which causes damage or additional cleaning by the church custodial staff may be considered cause for refusal of future use of facility.

*There is a \$75 Janitorial fee in addition to the below charges. Area used is to be returned to the original set-up. We are not responsible for table and chair set up.

**Deposit Fee will be refunded within 2 weeks if the usage area is returned to the condition which it was provided and table and chairs are returned to their original positions.

Alcohol is not permitted on Church property. The Church is a smoke-free facility.

OFFICE USE ONLY BELOW THIS LINE

MEMBER SPONSORED EVENT _____

Personal use/Church related (No Charges)

Member's Name _____

Members (Weddings, Receptions, Showers, Viewings, Funerals)
 Fee \$0* (Donations Accepted)
 Deposit \$0

Donation	\$ _____
Janitorial Fee	\$ _____
Total	\$ _____

NON-MEMBER EVENT _____

Organization's Name _____

Non-Profit Groups
 12-Step Groups
 Boy/Girl Scouts
 Other Churches
 Fee \$0 (Donations Accepted)
 Deposit \$0

Wedding..... \$600* \$50**
 Receptions..... \$300* \$50**
 Showers..... \$150* \$50**
 Funeral..... \$150* \$50**
 Viewing *If separate day* \$150* \$50**
 Reception..... \$150* \$50**

Fee	\$ _____
Deposit	\$ _____
Donation	\$ _____
Janitorial Fee	\$ _____
Total	\$ _____