

Zion's Union Church Maxatawny

Building Request Form

Date of Request _____

Date of Event _____ Time: From _____ To _____

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 Dishwasher Sinks Refrigerators Tables

List any other equipment to be used (Tables, Chairs, Coffee Brewer, etc.) _____

Has your organization held any functions at any other facilities in the past 3 years. Yes/No
 If so, please provide the location used and a contact name and phone number as a reference to be contacted.

Name _____ Phone # _____

Person responsible for event _____

Signature _____

Address _____ Phone _____

Please be advised that a certificate of insurance must be provided to us with this request.

Please return this form 45 days in advance of your requested function date.

Zion's Union Church Maxatawny reserves the right to limit rental of the facility to groups and/or events that further the mission and vision of the church.

Our church has certain guidelines and expectations as regards to what purposes and in what ways our facility will be used. Any requests will have to meet with this criteria. Variances such as using outside personnel, going beyond normal function times, or using the facility in ways other than requested, to name a few, may cause additional fees to be charged and/or the denial of this or future events.

Kitchen must be cleaned and returned to the original condition or forfeiture of room security deposit and/or future use may be denied. Any misuse which causes damage of additional cleaning by the 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.

**Security Deposit Fee will be returned 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)
 Security Deposit \$0

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

Non-Member Event _____

	Organization's Name	Fee	Security Deposit
<input type="checkbox"/> Non-Profit Groups	<input type="checkbox"/> Wedding	\$600*	\$100**
12-Step Groups	Receptions	\$300*	\$75**
Boy/Girl Scouts	Showers	\$150*	\$50**
Other Churches	Funeral	\$150*	\$50**
Security Fee \$0 (Donations Accepted)	Viewing <i>if separate day</i>	\$150*	\$50**
Deposit \$0	Reception	\$150*	\$50**

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