



FIRST METHODIST

BATESVILLE, AR

+ MAKING CHRIST FIRST +

615 EAST MAIN ST
BATESVILLE, AR 72501
870-793-3803

Facility Use Agreement

Date Request made: _____

Group or individual requesting use: _____

Address _____

Phone #: _____ Cell #: _____

Describe Event to be held: _____

For non-church members and groups: Church member agreeing to be present during event: _____

Date Requested: _____ Time: _____

Facilities needed	Deposit required for everyone	Fee required (for non-church members)
<input type="checkbox"/> Chapel	\$25	\$25
<input type="checkbox"/> Sanctuary	\$50	\$50
<input type="checkbox"/> Fellowship Hall	\$50	\$50
<input type="checkbox"/> Kitchen	\$50	\$100
<input type="checkbox"/> Grammer House	\$50	\$50
<input type="checkbox"/> Nursery	\$25	\$25
<input type="checkbox"/> Meeting Rooms:	\$25 each	\$25 each
<input type="checkbox"/> Parlor	\$50	\$50
<input type="checkbox"/> _____	_____	_____

Total **Deposit** _____ **Fees** _____

I will need access to the building.

By signing this form I acknowledge that I have received the Facility Use Policy, Kitchen Policy, and/or Grammer House Policy (mark those that apply). I agree to comply with the terms of the policies.

I understand that failure to comply with policies or failure to complete the cleaning checklist (see back of form) forfeits any deposit I paid. Deposits will be refunded once it has been determined that facilities were left in a satisfactory manner.

I further absolve the church, its pastors, leadership, members, or members of any liability for personal injury to any individual resulting from the use of the church facilities and property and agree to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

Signature of Responsible Party Date: _____

Cleaning Checklist:

- Room arrangement returned to original setup
- Property free from damage
- All garbage and recycling carried to dumpster/ recycling bin
- Tables wiped clean
- Floors swept and mopped if needed or vacuumed
- All special equipment is put away
- Restrooms checked to be sure they are left in the same manner they were found. Empty trash as needed.
- Parking lot and grounds left free from litter
- All lights turned off, heat or AC returned to original setting.
- All exterior doors locked

Additional Items specific to Grammer House and Kitchen Use

- All dishes and utensils washed and put away.
- Kitchen area cleaned including cook top, table, countertop, floor, and refrigerator.
- Sinks left clean.
- No leftover food items in refrigerator or freezer.
- Kitchen towels and dishcloths placed in laundry basket.
- All cooking equipment turned off and exterior kitchen door locked.

<i>For Facility use only:</i>	
Facility Use Approved by: _____	Date: _____
Deposit Received: Date: _____	Amount: _____ by: _____
Facility Inspected by: _____	Date: _____
<input type="checkbox"/> Deposit Return authorized	
Deposit Returned: Date: _____	Amount: _____ By: _____
<input type="checkbox"/> Deposit kept. Reason: _____	