

# Building Usage Agreement Form

TRINITY UNITED METHODIST CHURCH

1310 N. Main Street – Lapeer, MI 48446

Phone & Fax: 810-664-9941

- All requests for the use of the building must be submitted on this application form, which will be reviewed and confirmed by the Trustees.
- A copy of the application will be made available to the applicant for future reference.

Name of Individual or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Today's Date \_\_\_\_\_

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

Church Member

Non-member

Description of the event \_\_\_\_\_

Special requests, equipment or instructions \_\_\_\_\_

When will the building be in use? (Include set-up or preparation time.)

Date	Day	Time	Total Hours

Building usage fees are charged to non-members. An exception is made to church sponsored groups. Please indicate the areas that will be used.

	<input type="checkbox"/> Chapel	<input type="checkbox"/> Classrooms	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> North Parlor	<input type="checkbox"/> Sanctuary
Non-member	\$130.00	\$45.00/room	\$200.00	\$130.00	\$200.00

- Any **member** or sponsored group using the building on a Friday evening, Saturday or Sunday must pay a \$50.00 deposit fee at least one week in advance. A special Room Clean-Up Guidelines sheet is attached to this application. **Do you wish to hire a custodian for this event?** (\$15.00/hr, minimum 2 hours)  
(Circle one) **YES NO**
- **Non-members** using the building will not have to pay a deposit, but must pay the full usage fee at least one week in advance. A custodial fee will be billed following the usage.
- By signing below, the applicant agrees to abide by all of the regulations set forth on the back of this form, and accepts responsibility for repairing any damage done to Trinity United Methodist property as a result of usage.

Applicant Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

<b>Trustee Review</b> Date of review _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not approved Reviewed by _____  Usage fee paid \$ _____ Date paid _____ Deposit fee \$ _____ Date paid _____ The deposit fee will be returned to the contact person upon fulfillment of this agreement.	<b>Comments:</b>          
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**ROOM CLEAN-UP GUIDELINES**  
**AVAILABLE TO MEMBERS AND SPONSORED GROUPS ONLY**  
**TRINITY UNITED METHODIST CHURCH**  
**1310 N. Main Street – Lapeer, MI 48446**

These guidelines give you an opportunity to use the church facilities without being charged an additional fee for a custodian. If you should decide that a custodian is preferred, the church will contact someone to perform the duties listed below. A custodian must be hired for a minimum of two hours. The fee is \$15.00/hour. This option should be noted in the appropriate place on your application.

Because we do not have our regular custodian work on weekends, this option of leaving the church as you found it is especially necessary on Friday evenings, Saturday, and Sunday. The areas you use **MUST** be left in Sunday morning condition.

Custodial closets are located on both floors. In the basement, there will be an unlocked closet off of the Fellowship Hall between the restrooms. On the first floor, the closet is found just across from the office area. Each closet contains brooms, mops, a vacuum and various cleaning solutions.

So, here is your checklist:

- **Pay the fifty-dollar deposit one week prior to your event. Be sure all your paperwork is accurate. If the room and bathrooms look Sunday ready, you will receive the deposit back by mail within a short time.**
- **If you don't have a church key, pick one up in the office during regular office hours a day or two before the event. Never allow anyone else to borrow the key. You are responsible for returning it to the office within a day or two.**
- **Unlock only the necessary doors for your group. Either relock them after the group arrives, or watch for strangers entering the building. We have had situations of drifters sleeping in the building. Security is important!**
- **After your group leaves, be sure the floors are clean. Vacuum and mop as necessary. There are hard floor mops.**
- **A set-up chart for each room is posted. Please try to leave the room in the same seating arrangement that is shown on the chart.**
- **Wipe down the bathroom sinks. Replace the towels (there should be some in each bathroom). Check those floors. In extreme cases, you may have to swab around the toilet bowls.**
- **Empty all trash receptacles (room and bathrooms). Place these in the dumpster. It is located next to garage on NE part of parking lot. There are new trash bags in the bottom of the cans.**
- **Shut off all lights in the entire building. Check all doors to make sure they are locked. Even if someone else opened them, treat it as though you are the last person in the building.**
- **In case of emergency, contact our church custodian, Pat Schlaud at 667-9101.**