

Facility Use Request Form

Date of request _____

Ashland First United Methodist
220 Sandusky Street
Ashland, OH 44805
Phone: (419)-289-7551
Fax: (419)-289-7552
www.ashlandteamministry.org

SECTION A – CONTACT INFORMATION OF INDIVIDUAL REQUESTING USE OF FACILITIES

Name of Person or Group Requesting Facility _____

Daytime Address: _____

Daytime Phone: _____ Home Phone: _____

Description of Facility Use: _____

(Adult to be present & responsible – Print Please) _____
First United Methodist Office Manager - Confirmation)

SECTION B – DATE OF USE AND TIMES REQUESTED

(_____ / _____ / _____) Start Time _____ : _____ End Time _____ : _____
Month Day Year

SECTION C – ROOMS REQUESTED (place an "x" in space provided.)

1. ___ Dauch Hall 2. ___ Sanctuary 3. ___ Kitchen 4. ___ Chapel
5. ___ Parlor 6. ___ Upper Concourse 7. ___ Class Rooms(List Below)

Specify Class Room _____

SECTION D – EQUIPMENT REQUESTED (place an "x" in space provided and quantity required if applicable)

1. ___ Chairs(_____) 2. ___ Tables(_____) 3. ___ Dishwasher 4. ___ Oven/Stove
5. ___ TV/VCR 6. ___ Audio System 7. ___ Other

(Specify Other Equipment)

SECTION E - FEES

FACILITY AND MATERIAL FEES

Room Use Fee _____

Kitchen Use Fee _____

Candelabra Candle Fee _____

PERSONNEL FEES

Set-up/Clean-up (Custodial Fee) _____

Audio Technician Fee (\$50.00) _____

Media Technician Fee (\$50.00) _____

Total Fees Due _____

\$100.00 deposit required if Total _____

Fee is over \$200.00

Balance Due _____

HONORARIUMS

Organist Fee (\$200.00) _____
(w/Soloist \$225.00)

Pastor Honorarium (\$150.00) _____

Honorariums are to be made payable to the individuals.

For the sake of convenience, it is suggested that all fees, other than those for pastor, organist, and musicians, sound and audio technician be paid with one check.

For members and non-profit groups that do their own set-up and clean-up the rooms are to be returned to the exact condition prior to use. Mechanical sweepers are available and located in the janitorial closets on each level of the building. Please empty trash cans and place bags in nearest janitorial closet.

Revised 3/7/08