



Frankton First United Methodist Church

P.O. Box 338, Frankton, IN 46044

765-754-7996

franktonfirstumc@gmail.com



Application for Use of Church Facilities

All information must be completed and a \$125.00 deposit check received by the church in order to reserve a date. Your agreement must be sent to the church at franktonfirstumc@gmail.com (or taken to the office in person). If you do not receive an acknowledgement by the office, please call at 765-754-7996. Thank you.

Hourly Fees for buildings:

- The hourly fee for using The Factory's Community Room is \$100.00 for up to 4 hours. After that, it is \$20.00 per hour.
The hourly fee for using the church basement is a donation.
The fee for the sanctuary is \$50.00 for up to 4 hours (plus a custodial fee).

Date of application: \_\_\_\_\_

Date received (office use only): \_\_\_\_\_

Name of applicant/group: \_\_\_\_\_

Address of applicant/group: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Building Open Time: \_\_\_\_\_ Building Close Time: \_\_\_\_\_

Time Event will be Held: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For OFFICE USE ONLY
Rec'd on: \_\_\_\_\_ Check # \_\_\_\_\_
Date: \_\_\_\_\_
Approved by: \_\_\_\_\_
Date: \_\_\_\_\_



**Facility requested:**

**1. Church:**

- a) Sanctuary \_\_\_\_\_
- b) Basement \_\_\_\_\_
- c) Kitchen \_\_\_\_\_

**2. The Factory:**

- a) Community room \_\_\_\_\_
- b) Kitchen (for serving \_\_\_\_\_  
and clean-up only). Church  
caterer (Faithful Servers) **is the only group**  
allowed to use the stoves, fryers, ovens, etc.

**3. Equipment needed:** chairs # \_\_\_\_\_ tables # \_\_\_\_\_

**Guidelines for Use of Church Facilities:**

1. A refundable **deposit of \$125.00** is due upon submission of an application for use. The deposit shall be returned to user within five (5) business days after denial of an application or after the date of the event provided that the applicable facility has been left in the same condition as found and the building use rules have been followed. In the event that the facility is not left in its prior condition, the deposit shall be applied as a cleanup fee.

The approval of the application and acceptance of the deposit shall not be considered a lease of church facilities under any circumstances.

2. Use of the church rooms or The Factory adds utility costs. **Any donation you would like to make for use of the facility is greatly appreciated.**
3. Any activity reasonably considered to be in furtherance of ***Building God's Community*** is acceptable and Christian principles shall be applied at all times.
4. Inappropriate language, pornography, smoking, alcoholic beverages, illegal drugs, gambling, or any other illegal activity are strictly prohibited.
5. At least one member of the facilities outreach team shall be on premises at all times while the facility is in use.
6. All groups using the facility are responsible for their own set up and the rooms used must be reset as they were upon arrival, unless otherwise directed. All tables used for your event must be wiped clean and dried, then stacked.
7. **If you are bringing in food for an event:** No group may use the kitchen appliances (for example: fryers, ovens, stoves, grills, refrigerators, etc.). Our refrigerator space also limited. Also, our electrical system cannot handle multiple crock pots to keep food warm. One crock pot is fine.
8. If the hot room is to be used for preparing hot meals for an event, said meals shall be provided by the *Faithful Servers*, a ministry of the Frankton First United Methodist Church. A fee will be required for this service. Call the church office for contact information at 765-754-7996.
9. Only one group may use the facility at one time except during church sponsored functions.

10. User must comply with the building use rules, as posted.
11. No activities involving persons under 18 years of age shall be conducted without at least two (2) supervising adults present at all times.
12. Rules of conduct, as posted, shall be followed at all times.
13. No event/use shall be allowed which jeopardizes the tax exempt status of the Frankton First United Methodist Church.
14. No decorations shall be affixed to the walls, ceilings, windows or doors of the facility.
15. A member of the facilities outreach team shall inspect the facility prior to user's departure.

**As you might imagine, upkeep and maintenance of the facilities is expensive. Any donation for your use of the facilities would be greatly appreciated.**

By signing below, you, individually, and as a member of your group, if applicable, agree to the terms and rules set forth above, and as contained in the building use rules and rules of conduct posted in the facility (a copy of which are attached).

**Signature:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return this agreement and your deposit to:**

Frankton First United Methodist Church  
Building Use Agreement  
P.O. Box 338  
Frankton, IN 46044



## Building Use Rules

1. You are responsible for the room setup. This includes moving tables and chairs to be used.
2. All rooms used shall be returned to their original condition unless otherwise directed. This includes tables and chairs used for your event.
3. All floors shall be swept clean and, where necessary, mopped.
4. All trash and garbage must be removed from the building and placed in the outdoor trash receptacle (behind The Factory) prior to departure.
5. All lights and appliances shall be turned off.
6. The outside grounds shall be free of all event related debris prior to departure.
7. All food items brought in to the facility shall be removed.
8. **No decorations** shall be affixed to the walls, doors, or ceilings of the facility without approval of the facilities outreach team. All event related decorations shall be removed prior to departure.

## Rules of Conduct

1. Christian principles shall be followed at all times.
2. Inappropriate language, pornography, smoking (except in the designated smoking areas provided), alcoholic beverages, illegal drugs, gambling, or any other illegal activity are strictly prohibited. God is listening.
3. No activities involving persons under 18 years of age shall be conducted without at least two (2) supervising adults present at all times.