

APPLICATION FOR FACILITY USE

Revised March 2022

Responsible Party: *The Responsible Party (Event Leader) is the one accepting all liability for this event by signing the FACILITY USE POLICY, and this person is also the main contact.*

NAME _____

PHONE _____

TYPE OF EVENT _____ **# PERSONS EXPECTED** _____

DATE OF EVENT _____ **TIME** _____

DATE OF SET-UP _____ **TIME** _____

SPACES NEEDED: **Welcome Center** **Kitchen** **Fellowship Center**

SPECIAL REQUESTS:

Round Tables # _____ Rectangle Tables (8 ft) # _____ Bistro Tables # _____

Chairs: # per table: 6 7 8 ** (Round Tables: max of 8 chairs) **

Church Table Linens # _____ (\$3.00/tablecloth for use and professional cleaning)

NOTE: ARRANGEMENTS FOR USE AND CLEANING OF LINENS MUST BE MADE PRIOR TO EVENT WITH A MEMBER OF KITCHEN COMMITTEE. (SEE Kitchen Committee end of form).

_____ will use church plastic / paper products
_____ will use church dishes / flatware / glassware
_____ will use church "fine" silverware (stored separately)

Use of dishes, flatware, etc requires use of dishwasher for cleaning and sanitation. The dishwasher must be operated by a trained, church-approved person. For non-church related functions, the FEE for operation and cleaning of the dishwasher will be negotiated by the Event Leader, and paid directly to the operator. The church office can provide a list of trained / approved operators.

TURN FORM OVER >>>>>

_____ will need microphone / podium for speaker
_____ will need to show video / pictures/powerpoint, etc on screen
_____ will need background music played over sound system

*A/V equipment is available, but must be operated by a trained, church-approved person. For non-church related functions, the FEE for the use of A/V equipment will be negotiated by the Event Leader, and paid directly to the operator. **Arrangements are to be made by contacting CODY JOHNSEN —704-308-7449.***

NOTE: Use of church musical instruments is NOT PERMITTED, unless specifically approved by the Director of Music.

The Retractable Wall dividing the Gathering Space may only be opened / closed by a trained / approved person. DO NOT reposition this wall without supervision.

- **For this event the WALL should be CLOSED / OPENED**

Accident Disclaimer: Use the facilities at your own risk. MPUMC is not responsible for injuries that occur on church property. By signing below, I acknowledge that the FACILITY USE POLICY has been read and fully understood, and I agree with its content. **I have been given a copy of the FACILITY USE POLICY.**

SIGNATURE _____ DATE _____

STAFF SIG _____ DATE _____

cc: Event Leader