

ALDRERSGATE UNITED METHODIST CHURCH
SINGLE EVENT USAGE AGREEMENT

This is to verify that _____ (hereafter referred to as "the user") plans to utilize the following area of the church property.

Sanctuary ()	Kitchen ()	Classroom 1 ()
Parlor 1 ()	Nursery ()	Classroom 2 ()
Parlor 2 ()	Narthex ()	Classroom 3 ()

Please describe the nature of the event. _____

Number of people attending event? _____

Please indicate any equipment owned by the Church requested for this event.

Dishwasher ()	Stove ()	Coffee Maker ()
Dish ware ()	Piano ()	Clavinova ()
Sound System ()	Other _____	

The user will be utilizing the area(s) and equipment indicated above on the date of:

Month _____ DAY _____, Year _____
From _____ am/pm to _____ am/pm. This date and time includes all set up and breakdown for the above mentioned event.

In consideration for the usage of the Church property the user will remit payment of the following sum _____ to the Aldersgate Methodist Church.

The user agrees to the following conditions:

- No smoking in church buildings.
- No consumption of alcohol on church property.
- User will be responsible for all set up and breakdown for event.
- User will leave all areas as they have found them.
- User will be responsible for any loss or breakage occurring during event .
- User will be responsible for removal of all trash and materials at end of event.

I the user (print name) _____ agree to the above conditions on behalf of the organization and individuals attending the above mentioned event.

(signature of authorized representative) Date: _____

Usage of Church property approved by _____ Date _____

The representative of the Church to open and close, for this event will be:

Name: _____ Phone: _____