

# Andover United Methodist Church Building Usage Reservation Form

149 N. Andover Road  
Andover, KS 67002  
(316) 733-1644  
(316) 733-5208 (fax)

**Fall/Winter  
2011**

Today's Date: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Cell: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ Cell: \_\_\_\_\_

Key # \_\_\_\_\_

Check-out date: \_\_\_\_\_

Check-in date: \_\_\_\_\_

Key # \_\_\_\_\_

Check-out date: \_\_\_\_\_

Check-in date: \_\_\_\_\_

Date *	Start Time	End Time	Room(s) **	# of People	Description of Event	Equipment Needed ***	Deposit Required/Received	App- roved

\* Sundays and Wednesdays are reserved for church activities; therefore, are not available for reservations.  
 \*\* Rooms available for non-church activities are: gymnasium (Fellowship Hall), kitchen, and room 3.  
 \*\*\*Some equipment such as our audio/visual equipment requires an additional form. Contact the church office.

**Terms and conditions are listed on the back. Please review and sign before submitting this form.**

# Andover United Methodist Church Building Usage Policy

The Andover United Methodist Church facilities are available for activities under the following conditions:

1. Each group/event must submit a signed *Building Request Form/ Building Usage Policy* for approval by the Church Administrator at least one week in advance of the scheduled event.
2. Following approval by the Church Administrator, you will receive a copy of the *Building Request Form* you have submitted marked "Approved". Requests are not considered valid until then.
3. A deposit of \$50 may be required for non-church activities.
4. **Only the room(s) requested and approved is to be used unless specifically scheduled and approved by the Church Administrator.**
5. Each group acknowledges that church activities will have priority over non-church activities.
6. All persons under 18 years of age shall be supervised by an adult at all times. **DO NOT ALLOW UNSUPERVISED CHILDREN TO RUN IN THE HALLWAYS AND/OR OTHER ROOMS.**
7. The use of any illegal substance is prohibited & will result in appropriate legal action.
8. All church premises (indoor & outdoor) are smoke, tobacco, and alcohol free areas.
9. Each group/event is responsible for any damage to church property. Report all damaged items and/or property to the church office immediately.
10. Each group/event will be responsible for immediate clean-up and trash removal after use. The responsible party will check assigned area and restrooms to ensure they are clean and neat. Areas must be in "as it was" or better condition and check lists located in bathroom and room assigned must be signed before leaving the premises.
11. Each group/event will supply its own working materials and supplies. Items found in the rooms are part of the facility and not to be used.
12. Failure to comply with the above conditions may result in loss of all or part of the deposit AND building use privileges to be reviewed and/or terminated by the Church Administrator or appointed committee.

**I have read the above policy and agree to all terms listed.**

\_\_\_\_\_  
(Signature of responsible party)

\_\_\_\_\_  
(Date)

\_\_\_\_\_ Member \_\_\_\_\_ Non-Member