

# Andover United Methodist Church Building Usage Reservation Form

1429 N. Andover Road  
Andover, KS 67002  
(316) 733-1644  
(316) 733-8189 (fax)  
churchoffice@andoverumc.com

**2023**  
revised  
6/5/2023

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

Approved: \_\_\_\_\_

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

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

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

City, State, Zip \_\_\_\_\_

E-Mail (required): \_\_\_\_\_

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

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

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

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

### Office Use Only

Use & Maintenance Fee  
Date PD. \_\_\_\_\_  
Amount: \_\_\_\_\_  
Name on check: \_\_\_\_\_

Key # \_\_\_\_\_  
Check-out date: \_\_\_\_\_  
Check-in date: \_\_\_\_\_

Kitchen Usage Approved \_\_\_\_\_

Note: kitchen usage is by permission only. see below

Date(s) * Requested <small>List each sep.</small>	Start Time	End Time	Room(s) ** Requested	# of People	Description of Event	Equipment Needed
<i>Example 2/13/2013</i>	<i>6:30pm</i>	<i>8:00pm</i>	<i>Gym/Kitchen</i>	<i>15</i>	<i>Cub Scout Den Meeting</i>	<i>4 long tables &amp; 10 chairs</i>

\* Sundays morning, Wednesdays evening, and certain rooms Sunday evening are reserved for church activities. They are not available for reservations.

\*\* All rooms are available for non-church activities except during the times listed above. The Youth and Children's rooms are available but the minister/director over the area will need to approve usage before we can approve usage for these rooms.

\*\*\*There is an unlimited group size. Area used is to be disinfected.

\*\*\*\*Kitchen is not open for usage. Permission for kitchen usage is granted by the Trustees on a case by case basis.

# Andover United Methodist Church

## Building Usage Policy

revised

6/5/23

Please review the following terms and conditions. When you sign at the bottom, you are saying that you have read and agree with the terms listed below. Submit the signed form to the office

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

- Approval:** The signed *Building Request Form/ Building Usage Policy* form is to be submitted for approval by the Trustees & Church Administrator at least two weeks in advance of the scheduled event. Two weeks is also needed for approval to use Kitchen. Note kitchen usage request on form. **Reoccurring groups/events** need to submit a new signed Building Request Form/Building Usage Policy form at least two weeks in advance of the start of their next set of scheduled events.
- \$50 Use & Maintenance fee:** This fee is required for each non-ministry event. The fee is to help cover usage expenses.
- Valid Requests:** Requests are not considered valid until they are approved by the Trustees & Church Administrator and the Use & Maintenance fee is paid. Let the Church Administrator know if you would like a copy of your *Building Request Form* with the approved box checked.
- Contact Present:** Primary and/or secondary contact listed on front MUST be present at the event.
- Room Changes/Additions:** Any room changes/additions need to have approval by the Church Administrator before they can be used.
- Priority:** Church activities and funerals will have priority over non-church activities.
- Event Canceled:** Your event is canceled when USD 385 is closed for weather-related reasons.
- You Cancel:** If you cancel your event, the church is to be notified during our normal business hours.
- Supervised Under 18 Years of Age:** All persons under 18 years of age are to be supervised by an adult at all times. DO NOT ALLOW UNSUPERVISED CHILDREN TO RUN IN THE HALLWAYS AND/OR OTHER ROOMS.
- Damaged Property:** Each group/event is responsible for any damage to church property. Report all damaged items and/or property to the church office immediately.
- Clean Up:** After each use, your group/event is responsible to clean-up, disinfect areas used, remove trash, and ensure the restrooms are clean and neat. Areas must be in "as it was" or better condition.
- Locked & Alarm Set:** If your group is the last to exit the building, the outside door must be locked and alarm set.
- Working Materials & Supplies:** 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.
- Smoke, Tobacco, Drug, & Alcohol:** All church premises (indoor & outdoor) are smoke, tobacco, drug and alcohol free areas. The use of any illegal substance is prohibited & will result in appropriate legal action.
- Loss of Building Usage:** Failure to comply with the above conditions may result in loss of building use privileges. The Church Administrator and Trustees will review to determine terminating your building use privileges.

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

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

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

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