

Cortland First United Methodist Church

734 State Route 222
Cortland, New York 13045

Office: 607-756-5426

Email: info@cortlandumc.net

INSTRUCTIONS: OPTION A: (1) Fill, print, and sign this form; (2) Mail the paper form to the church at the address shown above. OPTION B: (1) Fill and sign using Adobe sign tools in the menu, save and send the form as an attachment to an email, to the church's email address above. Please save a paper or electronic copy of this form to complete the checklist on the next page after your event and building use are complete.

PART A: BUILDING USE REQUEST FORM

Organization _____

Activity _____

Date(s) requesting _____

Time(s) needed _____

Estimated number of people to be present _____

Request by (must be at least 21 years of age) _____

Phone Number _____ Email _____

Address _____

I, the undersigned, accept the fact that **I will be responsible for damages** to the church facilities and/or furnishings during the time period reserved above and I agree to observe the following:

- 1 - If the sound system is required for your event, a trained individual from the church must be present to operate the system. Other persons will not have access to the system.
- 2- An inspection prior to the event will be made by church personnel, as well as after the event, to assess any damage or misuse of the building.
- 3 - If supplies are needed (candles, paper, writing supplies, etc.), please bring your own.
- 4 - NO ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON THE PREMISES, BUILDINGS, OR GROUNDS.
- 5 - NO SMOKING IN THE BUILDING.
- 6 - **It is expected that children will be supervised at all times.** Please restrict all children from the education wing beyond the nursery. The NURSERY is available for use upon request and nursery regulations will be provided and must be followed.
- 7 - Facility must be returned to the 'order' it was in prior to use.
- 8 - Be sure no food is left in the refrigerators and that the garbage is properly placed on top of the dumpster in the back parking lot.
- 9 - Turn off all lights and faucets when leaving the facility. Make sure everyone is outside of the building.
- 10 - Usage fees are as following:
Full Day (5-8 hrs): Sanctuary \$100.00, Fellowship Hall \$100.00, Other Rms. \$50.00, Kitchen use \$50.
Half Day (1-4 hrs): Sanctuary \$50.00, Fellowship Hall \$50.00, Other Rms. \$25.00, Kitchen use \$25.

I have read, understand and assume responsibility for the above stated items and agree to follow each of them.

Signature of the person making the reservation (at least 21 years of age)

Date of signature

Permission granted by: _____ Date _____

Logged on Calendar by: _____ Date _____

PART B: BUILDING USE CHECKLIST

INSTRUCTIONS: PLEASE COMPLETE THIS CHECKLIST AFTER EACH USE OF THE FACILITY.

Send the form with both Parts A & B complete, to Cortland First United Methodist Church, 734 State Route 222 Cortland, New York 13045 or email the form to info@cortlandumc.net. In the Subject field of your email please type Building Use Checklist.

NAME OF GROUP: _____

DATE: _____

1. Tables wiped off and returned to original location.
2. Chairs wiped clean and stacked properly on chair racks.
3. All waste baskets emptied into garbage can located in kitchen.
Garbage is placed on top of dumpster in back parking lot.
4. Kitchen swept and/or floor vacuumed. Cleaning supplies are located in boiler room (key is hanging to the right of the door) please relock door and return key to original location.
5. Kitchen/Dining Hall mopped
(as needed using the ringer mop located in the dining hall closet)
6. Bathrooms checked.
7. All carpeted areas have been vacuumed.
(vacuum located in utility room)
8. Dirty dishes and implements have been washed, dried and returned to storage and all countertops washed.
9. All bottles and other recyclables placed in recycle bin in kitchen.
10. Needed repairs and/or supplies:

11. Lights turned off and doors secured before leaving the premises.

BUILDING USE GUIDELINES

1. Groups are given permission to use only those rooms and equipment they requested and were approved for use.
2. Each group is responsible for the care of and any damage resulting from their use of the facilities.
3. There shall be one adult supervisor provided for every six school-aged children and no child shall be left in a room unsupervised.
4. Equipment needed must be requested and a leader must receive instruction from a representative of the church to use any electronic equipment owned by the church. Any equipment which is to be borrowed for off premise use must be signed out with the office. (Must be requested one week in advance)
5. Tables and chairs must be wiped off with antiseptic solution provided and re-turned to the kitchen. When doing crafts, drop cloths to protect carpeting should be provided by the groups using the facilities.
6. Each group is responsible for removing any trash from the premises resulting from their activity.
7. Floors should be vacuumed or swept and the room policed after use.
8. Bathrooms are to be policed making certain that toilets are flushed and water is not running.
9. All food items must be removed from the premises following a scheduled event and not left in the refrigerator. All dishes and utensils used must be washed and put away.
10. Each group is responsible for their own refreshment supplies (disposable cups, plates, napkins, etc.) and educational supplies (paper, pens, etc.)
11. All windows and doors must be closed and lights turned off upon leaving the building.
12. Remember this is not just a building, this is our church, please have respect for the entire facility.