

Request for Meeting Dates

Bon Air United Methodist Church
Church Office: 804.272.2042 Fax Number: 804.272.1183

Event/Activity: _____ Date Submitted to Church Office: _____

Actual Time of Event: _____ to _____ Room(s) Requested: _____

Time Needed for Set-up: _____ Time Needed for Clean up: _____

Person in Charge: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____

Number of People Attending: _____

Use Fee \$ _____ All private groups using the church facility will be charged a Use Fee based upon the room(s) needed and the time requested. Fees are due and payable at least 24 hours in advance of the event.

Hold and Harmless Agreement Provided: Yes/No Liability Certificate Provided Yes/No

All meetings must complete a reservation form and submit the form to the church office in order to use the church's facilities. All Requests for Meeting Dates forms submitted to the church office will be posted on the church's calendar.

It is the responsibility of the person in charge of the organized group meeting at Bon Air to set up their meeting room(s) and break down tables following the meeting. The undersigned also agrees to leave the facilities clean, tables and chairs put away, trash taken out to the dumpster, and bathrooms clean. The Christian Life Center Kitchen and the Fellowship Hall Kitchen may require a deposit prior to usage. If the undersigned fails to do so, there will be a fee assessed.

It is the responsibility of the person in charge to confirm the meeting is posted on the church-wide calendar.

The following may be available: The person hosting the event is responsible for set-up and take-down.

☐ Tables/Chairs ☐ VCR/TV ☐ Podium/Mike ☐ Overhead/Screen ☐ Other ☐ Stage (\$50.00)

Signature: _____ Date: _____

SECURITY OF THE BUILDING WILL BEGIN PROMPTLY AT 9:00 PM EACH NIGHT. ALL MEETINGS MUST CONCLUDE (INCLUDING CLEAN UP) BY 9:00 PM. IF YOUR GROUP DOES NOT ADHERE TO THIS POLICY, YOUR GROUP MAY JEOPARDIZE FUTURE USE OF THE CHURCH'S FACILITIES.

Please complete the Hold and Harmless Agreement and Child-Protection Policy Agreement which is printed on the backside of this form prior to using Bon Air UMC's facilities.