

CANAAN UNITED METHODIST CHURCH

USAGE OF FACILITIES RESERVATION FORM

(Revised March 2014)

Member Reserving:	Phone #:
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Purpose of Usage:	
Date(s) Needed:	Hours Needed:

<i>Please indicate by checking the appropriate rooms you need for usage:</i>	
<input type="checkbox"/> Fellowship Classroom	<input type="checkbox"/> Fellowship Hall
<input type="checkbox"/> PA System (See attached policies)	
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Nursery	
Reservations exclude Administrative Areas, Children Classrooms and the Youth Room	

<p>I acknowledge that I have read and understand the attached policies.</p> <p>Signature of Member Reserving:</p> <p>_____</p>

Amount of Deposit	Date Received	Balance Due	Date Received

Please make checks payable to Canaan United Methodist Church.

Signature of Recipient of Deposit: _____ Date: _____
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You may mail your reservation form and check to:
Canaan United Methodist Church
Usage of Facilities Reservation Form
1760 Shady Grove Church Rd.
Winston Salem, NC 27107
General Policies for Usage of Canaan UMC Facilities

- A church member or employee may only rent facilities. The renter must also attend the function. The fee for usage of church facilities is \$50.00.
- There will be no fee charged for church-related functions. Church members will NOT be charged a fee for weddings and/or receptions.
- **NON-MEMBER WEDDING COSTS:**
Sanctuary (Rehearsal & Wedding) \$ 200.00 Fellowship Hall (Rehearsal Dinner) \$ 200.00
Fellowship Hall (Wedding Reception) \$ 200.00

A \$150.00 refundable cleaning fee will be due at the time of the reservation, refunded after inspection of facilities.

- **PA System** – Please call Michael Kirby at 336-769-9258 if you need to use the system.
- A non-refundable deposit of 50% is required at the time a reservation is made. Balance is due seven days prior to usage.
- Reservations may not be made more than one year in advance.
- The tables and chairs are not to be removed from the Fellowship Hall.
- Anyone who wishes to use the church facilities MUST complete a reservation form for ALL functions and turn the form in to the church secretary. Reservations are confirmed when this form is returned. The form may be mailed to:

Canaan United Methodist Church
Facilities Reservations
1760 Shady Grove Church Rd.
Winston Salem, NC 27107

- The facilities should be left clean and all rooms used to be straightened. Vacuum the rooms used, including the vestibule, if necessary. The kitchen should be swept and/or mopped if necessary. All lights should be turned OFF. The toilets are to be flushed. Trash should be picked up, especially in pews in the sanctuary (ex: programs, Kleenex, etc.)
- Keys for the facilities may be obtained from the Church Office.
- Building is to be left **LOCKED**.
- In the summer months, the air conditioners should be turned to 78 degrees on all thermostats.
- In the winter months, heat should be turned down to 62 degrees.
- All garbage should be put in plastic bags, sealed, and put in the garbage containers in the outside storage room. (Please place new trash bags in the inside garbage cans.)
- The dishwasher in the Fellowship Hall should be emptied and turned off.
- Any dishrags or towels used in the kitchen should be cleaned and returned to the kitchen.
- If the coffeemaker in the Fellowship Hall is used please clean, turn off and UNPLUG.
- Please do not leave any leftover food in the refrigerator in the Fellowship Hall.
- The door at the rear hall of the kitchen is to be left CLOSED.
- A final check of the building should be made to ensure that all lights (bathrooms, storage rooms, etc.) are off and all doors are locked.
- Any damage or problems should be reported immediately to the church office at 336-769-2782.
- No decorations should be attached to the walls, ceilings, doors, etc.
- Nothing will be attached to any of the walls or doors, etc. without the approval of the Trustees.
- Alcoholic beverages and controlled substances are **STRICTLY PROHIBITED!**
- Church functions take precedence over reservations and may result in a reservation cancellation, reschedule or refund.

*All reservations **exclude** Administrative areas, Children Classrooms and the Youth Room.*