

**McFarland United Church of Christ
APPLICATION FOR USE OF FACILITIES**

Name of Event/Organization/User: _____

Event date(s) and times: _____

Purpose/Nature of Event/Program/Use of Facilities: _____

Part(s) of building to be used: Sanctuary Fellowship Space Kitchen Multipurpose Room Nursery Grounds

Number of people
expected: _____

Incoming groups are responsible for making their own food and beverage arrangements. Users are responsible for making sure the building is properly secured when they leave. All windows should be closed, all 3 entrances shut and locked (main door and 2 hallway ends) and interior lights off. Any kitchen equipment used should be turned off; any dishes/cookware used should be cleaned and put away. Food-related garbage should be disposed or removed from the building. A vacuum and basic cleaning supplies are available in the janitor's closet if needed.

Person responsible for pickup/return of building key (name and phone #) _____

PRIMARY CONTACT PERSON – AGREEMENT FOR BUILDING/PROPERTY USE

The undersigned in charge of the activity is 18 years of age or older and:

- States that the above-provided information is accurate and the purpose/nature of use of the building/grounds will conform with the information.
- Acknowledges that for recurring events/meetings, church-related activities may take precedence over the regularly scheduled event.
- Ensures that the facilities are handled with due care and concern and if substantial damages occur, will work with the church to restore the facility to its prior condition.
- Ensures that user(s) adhere to the policy of this church that it is SMOKE-FREE, ALCOHOL-FREE & illegal DRUG-FREE.

Primary Contact Person Signature _____ Date _____

Print Name _____ McFarland UCC Member Yes No

Mailing Address: _____

Phone _____ Cell Home Email _____

CHECK OUT After each activity/event, please complete the following checklist:

1. Building clean and room(s) returned to original arrangement
2. Lights and appliances turned off
3. All food brought in by user removed from premises
4. All doors locked
5. Key returned after final event (leave on office desk and depart from locked hallway door)

McFarland UCC (MUCC) does not charge for use of the church/grounds for MUCC members. Use of the facilities for non-members is at the discretion of MUCC's leadership team. Fees may be charged for non-member events/activities. If no fee is assessed, a monetary donation is appreciated to help cover additional janitorial time and utilities required.