



**BERTHOUD UNITED METHODIST CHURCH**

820 9<sup>TH</sup> Street, PO Box 506, Berthoud, CO 80513

(970) 532-2142

[www.berthoudumc.org](http://www.berthoudumc.org)

**FACILITY USE & CALENDAR REQUEST FORM**

Today's Date: \_\_\_\_\_ Name of Group: \_\_\_\_\_

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

Name of Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

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

Group Size: \_\_\_\_\_ Serving Refreshments? Yes No Need Kitchen? Yes No

Activity or Function: \_\_\_\_\_

Area(s) Requested:

Main floor: Sanctuary Van Amburg Hall Nursery

Basement: Fellowship Hall Builder's Room Kitchen Library

Other: \_\_\_\_\_

Equipment Needed: (i.e.: # of chairs, # of tables, etc.) \_\_\_\_\_

**ONE TIME EVENT REQUEST:**

Event Date: \_\_\_\_\_ Event start to end time: \_\_\_\_\_

Set-up/clean-up time needed? Yes No Total start to end time: \_\_\_\_\_

**RECURRING MEETINGS:**

Day of week/month (e.g., 3rd Monday every month): \_\_\_\_\_ Event Start to End Time \_\_\_\_\_

Set-up/clean-up time needed? Yes No Total start to end time: \_\_\_\_\_

Additional Requests: Sound Tech  Projectionist  Music Accompanist

\_\_\_\_\_  
Printed Name and Signature of Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor or LT Co-Chair Approval

\_\_\_\_\_  
Date

**Office Use:**

Date Rec. \_\_\_\_\_

Security Deposit Received: \$ \_\_\_\_\_

Mode of entry: (circle one) Key/Code/Trustee Key Returned? (circle one) Y N # \_\_\_\_\_

On Church Calendar: \_\_\_\_\_

## PLEASE NOTE

Your event will **not** be scheduled on the calendar until this form is fully filled out and returned, along with the Calendar any required deposit. It is also up to you to check our calendar (available on our website: [www.berthoudumc.org](http://www.berthoudumc.org)), before turning in this form, to confirm that your event is not in conflict with some other event. *Note: Emergency Church functions (such as a funeral) can override this scheduling agreement.*  
**\*\* Please be aware that your group may not be covered under our liability insurance.**

In order to receive your deposit back, you will need to leave all the areas you used in the same or better condition than you found them in. Your deposit will not be returned until adequate cleanup has been confirmed.

## Instructions for Use of the Fellowship Hall/Pre-School Area

**Thank you for helping the church and the preschool to maintain a safe and clean environment.**

- There will be a cleaning tub with Lysol and Clorox Wipes either on the counter or under the sink in the kitchen.
- There is a broom in the large classroom next to the kitchen.
- There is a vacuum cleaner in the Boy Scout room which is the 2<sup>nd</sup> door on the left as you come down the stairs.
- The dumpster is located on the east side of the church next to the alley.

**Please, do not touch the pre-school materials or go behind the pre-school walls. If you need to move some of the pre-school furniture, please use your phone, take photos, and reset items where they belong.**

**BEFORE YOU LEAVE THE BUILDING, PLEASE USE THE FOLLOWING PROCEDURES:**

### **Bathroom**

- Wipe off the bathroom counters with Clorox Wipes.
- Empty the trash can if it is full and replace the trash can liner, which you will find at the bottom of the trash can.

### **Kitchen (if used)**

- Empty the trash can if it is full and replace the trash can liner, which you find at the bottom of the trash can.
- Sweep the floor.

### **Fellowship Hall (large room with stage and preschool)**

- Sweep and vacuum if used.

### **Tables and Chairs (if used)**

- Please return to stored location.

**Turn off all lights and make sure all the doors you opened in the church building are shut and locked.**

Thank you!!