

Facilities Usage Request

THIS FORM IS NOT FOR WEDDINGS. SEE WEDDING POLICY.

Please complete and return this form to Peg Thompson at peg@firstchurchbhm.com. For questions, call (205)-254-3186. Email requests preferred. Mail paper requests to First United Methodist Church, 518 North 19th Street, Birmingham, Alabama 35203.

Person or Organization Making Request: _____

Select one:

1. This is a **one-time event** (including events held over consecutive days).

Date(s) _____ Time _____ Expected attendance: _____

2. This is a **recurring event** (examples: Tuesday of each week or 3rd Thursday of each month).

Day of the week or month _____

Time _____ Expected attendance: _____

Brief description of event: _____

1. Room(s) requested:

_____ Sanctuary*	_____ St. John's Chapel*	_____ The Loft*
*Requires the use of a First Church trained sound technician for microphone use or video presentations.		
_____ Large dining room	_____ Parlor	_____ Library
_____ Small dining room	_____ Ecclesia-Wingard room	_____ Other _____
_____ Classroom(s)	_____ Kitchen	

2. Food* in the Room:

_____ The kitchen will NOT be used. No food or drinks will be served.
_____ The kitchen will NOT be used. Food or drinks will be brought in from outside.
_____ Some food and drink will be prepared in the kitchen (no cooking required).
_____ The kitchen will be used. Use of Kitchen requires a caterer approved by the Church Event Coordinator.

Other (please list) _____

**No food or drink is permitted in the Sanctuary, St. John's Chapel or the Library.*

3. Room Set-Up:

First Church does not set up or arrange rooms for events. Room arrangement, preparation, and clean up are the responsibility of the requestor. Rooms must be returned to original arrangement when the event is over.

Requestor Contact Information:

Name (Please print) _____ Title: _____

Name of Organization: _____

Address: _____

Phone Number: _____ Email: _____

Policy for Using First United Methodist Church Facilities

- 1. The Facilities Use Request and the Policy for Using First UMC Facilities must be completed, signed, and submitted to Peg Thompson at peg@firstchurchbhm.com for processing.
- 2. All events for First Church members and/or staff not using a caterer will be overseen and coordinated by a Church member/staff member who will be responsible for opening and securing the facilities, for assisting in requesting and acquiring any special equipment, and for ensuring policies are followed.
- 3. The Board of Trustees will grant permission for an outside organization to use facilities only when such use is consistent with the Social Principles found in *The United Methodist Book of Discipline* (§§160-166).
- 4. No alcoholic beverages, fireworks, weapons or illegal drugs are allowed on the premises.
- 5. No smoking is permitted in the facilities.
- 6. Groups or individuals who use the facilities are responsible for setup, preparation, cleanup, and return of room to pre-use status and for adherence to policies regarding use and decorations. When the Church’s Event Coordinator is involved, these tasks may be handled for a fee. The Event Coordinator will determine the fee for the event and notify the requestor.
- 7. Only a certified caterer trained to use the Church’s commercial kitchen equipment may use the kitchen or kitchen equipment. Caterers must show a current Serve Safe certificate, insurance and business license. Caterers must leave the kitchen in pre-use condition, take all trash to the dumpster, clean any equipment that was used, clean and disinfect countertops, sweep floors. The Church’s Event Coordinator must approve use of the kitchen.
- 8. Room decorations (other than table decorations) must follow the policy outlined herein:
 - (a) No decorations may be affixed to the walls. All decorations must be easily removed from surfaces without damage or residue.
 - (b) All decorations, fliers, or notices must be removed from the premises at the end of the event.
 - (c) Candles may be burned in the Sanctuary and St. John’s Chapel only in the candlesticks provided on the altar. The Event Coordinator must approve the use of lit candles in other areas.
 - (d) Events held in the Sanctuary or St. John’s Chapel are subject to the decoration policy for weddings. The wedding policy can be found online at www.firstchurchbhm.com under “Forms.”
- 9. The use of the Sanctuary organ or St. John’s Chapel organ must be approved by First Church Organist – Cathy Shelton at Cathy@firstchurchbhm.com.
- 10. First Church assumes no responsibility for money, valuables, equipment or property of any kind left on the premises.
- 11. The Event Coordinator will determine if a cleaning fee will be assessed for an event.
- 12. First Church requires that a security guard be present for events held after regular business hours. The Church’s Event Coordinator will employ the security guard. Requestor must pay the fee for security services.
- 13. First Church does not provide free parking for events held during weekday business hours.

As an individual or on behalf of the organization I represent, I understand and agree to follow the Guidelines as listed above. I further agree that I or the organization on whose behalf this request is made will be liable for the replacement cost of property damaged or destroyed during the time of use. I understand that usage fees, if any, must be paid in advance of the event.

Requestor’s Signature

Date Request Made

First Church use only: _____
Date approved by Board of Trustees