

## Turnpike Wesleyan Church Facility Application

We are happy to consider your request for using our church facility. **However, we cannot make our facilities available for any activities related to practices contrary to Church religious beliefs or The Discipline of the Wesleyan Church.** The church facilities are available any day except Sundays and with the possible exception of the following holidays: Easter weekend, Mother's Day weekend, Memorial Day weekend, Father's Day weekend, July 3-5, Labor Day weekend, Thanksgiving week and weekend, the week before Christmas, Christmas week and the week after, through January 2<sup>nd</sup>. The facilities can be reserved no more than six months in advance and no less than two weeks before the vent. **Please compete the following information and submit it to the church office. You will be contacted by the event coordinator as soon as possible.**

Date of request: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time requested \_\_\_\_\_ to \_\_\_\_\_  
(Hours of operation: 8:00 am to 9:00 pm)

Name of requesting individual or organization (User): \_\_\_\_\_

Phone number for contact: Home \_\_\_\_\_ or Cell \_\_\_\_\_

E-mail address for contact: \_\_\_\_\_

Ministry purpose of request and/or nature of proposed activity in our facilities:

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Number of participants expected to attend event: \_\_\_\_\_

### Facility Usage Fees      Please check appropriate box

**\*Fees begin at time of access to facility**

#### Worship Center & Classrooms

<input type="checkbox"/> Congregant or non-profit	Donation only	
<input type="checkbox"/> Non-member	\$50 (up to four hours)	\$75 (all day use)

#### Fellowship Hall & Kitchen

<input type="checkbox"/> Congregant or non-profit	Donation only	
<input type="checkbox"/> Non-member	\$50 (up to four hours)	\$75 (all day use)

☐ If you need church tables and chairs to be set up and torn down by church custodians, there will be an additional \$30.00 charge.

Specify needs:

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**A damage deposit of \$75.00 is due at the time you schedule your event, with the full amount due at least 7 days prior to the event. Please review the Turnpike Wesleyan Facility Policy carefully in order to have your deposit returned.**

### **Turnpike Wesleyan Church Facility Policy**

- ☐ No alcohol is allowed on the church grounds.
- ☐ No smoking is allowed on the church grounds.
- ☐ Food and drink are restricted to designated areas.
- ☐ NO refreshments are allowed in the Worship Center.
- ☐ Seven (7) day cancellation policy. Cancellation must be made at least seven days prior to the event to have the damage deposit returned.
- ☐ Damage to the facility will result in the forfeiture of the deposit.

### **Agreement with Turnpike Wesleyan Church**

This agreement by and between Turnpike Wesleyan Church,  
AND \_\_\_\_\_

User shall indemnify, defend and hold Turnpike Wesleyan Church (TWC), harmless from any and all liability, which may result from any person coming upon the premises of TWC or using TWC's buildings, their entrances and exits, and surrounding areas, resulting from User's activities or functions on the premises. User warrants and represents that it carries sufficient insurance necessary to cover all liability for any act or omission, causing any and all actual or economic damages, including without limitation, bodily injury and property damage, resulting from User's use of TWC's facilities.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signature of Individual or Organization: \_\_\_\_\_

Signature of Church Administrator: \_\_\_\_\_