

Building Use Contract  
Cluster/Member Request

***Note: No event will be held without completion and acceptance of this form.***

Name of Event

Cluster/person sponsoring event

Contact person and phone number

Date of use \_\_\_\_\_ Hours of Use \_\_\_\_\_ Number of Guests Expected

Area to be used

Will parking be needed for the event \_\_\_\_\_ yes \_\_\_\_\_ no

**Please be advised, the church office must send a request to the Methodist Foundation at least TWO WEEKS prior to the event. If any printed material (Posters, ads, etc) will be done, you may not indicate "parking available" until the church office has signed a contract with the Methodist Foundation. Failure to do this will result in St. Mark\*s losing our parking privileges at the lot.**

How will security be handled

**Please note: If you do not have someone in your group to provide security Kasim, church sexton, may be hired.**

Will a key be needed on the day of the event \_\_\_\_\_ yes \_\_\_\_\_no

Will liquor be served at the event \_\_\_\_\_ yes \_\_\_\_\_ no

**Note: The user must purchase an insurance rider for alcoholic beverages and provide a copy to the church office.**

Will any type of deliveries be made to the church for the event \_\_\_\_\_ yes \_\_\_\_\_no

What type of room setup will be required

**Note: Please attach a diagram for the room setup.**

Person in charge of clean up

**Note: Clean up refers to checking that no food is left on the counters, no dirty dishes in the sink and no food on the floor. The take down of tables and chairs is handled by Ed Vulic.**

Agreed and accepted:  
(User)

(Church Administrator)

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