

Date _____

Immanuel United Methodist Church
401 W. Fond du Lac Street
Ripon, Wisconsin 54971

REQUEST FOR USE OF IMMANUEL UNITED METHODIST CHURCH

1. All Immanuel United Methodist Church organizations shall be able to use the building and equipment without charge or deposit fee.
2. Members of Immanuel Church shall be able to use the church. A donation for use of the church is appreciated. A fee for custodial services and certain uses will be charged. If the church or church equipment is damaged or broken, repair or replacement is required.
3. Non-profit charity or service organizations shall be able to use the church. Some such organizations are the Boy Scouts, Girl Scouts, Church Women United, United Way, other churches, etc. We consider this one of the ways our church can serve the community. A donation for the use of the church building would be appreciated, and it is a good way to teach responsibility and appreciation of what others do for us. If the church or church equipment is damaged or broken, repair or replacement is required.
4. Non-members and non-member organizations may rent the church building with the Pastor's approval. If the church or equipment is damaged, repair or replacement is required.
5. RESTRICTIONS: No smoking is allowed in the building or on church grounds. No alcohol or other drugs are allowed in the building or on the church grounds.

ITEMS	ROOM & EQUIPMENT	MEMBER DONATION	NON-MEMBER DONATION
_____	Church Use – Wedding	\$150.00	\$250.00 (\$50 non-refundable fee is due at the time of reservation)
_____	Church Use – Funeral	donation not required	donation not required
_____	Fellowship Hall	donation appreciated	\$100.00
_____	Lounge	donation appreciated	\$50.00
_____	Sunday School Room	donation appreciated	varies depending on room or rooms
_____	Candelabra	\$10.00	\$10.00
_____	Bulletins	\$10.00 per 100	\$10.00 per 100

RESERVATION PROCEDURE

1. All groups and individuals must submit a written request for the use of the building through the church secretary.
2. Fees are due to the church office two weeks prior to the date of use.
3. A diagram for the set-up of tables, chairs, equipment, etc., shall be drawn on the back of this form. This is to aid the custodian in cleaning and set-up both before and after use.

4. Date of use _____ Time of Use _____

5. Name of person or organization _____

Purpose of use _____

6. Signature of contact person _____

Address _____ Phone _____

Cell Phone _____ E-mail address _____

APPROVED

Senior Pastor _____

Church Secretary _____