

Date of Request: \_\_\_\_\_

## ROOM RENTAL REQUEST (For Non-Profit Purposes Only)

FOREST CHAPEL UNITED METHODIST CHURCH  
680 W Sharon Road, Cincinnati OH 45240 (513) 825-3040

### About the request:

Room(s) Requested: _____	Need Kitchen? Yes / No
Date of Rental: _____	Time: From _____ to _____
Number of People in Party: _____	# Adults Expected: _____ # Children Expected: _____
Will admission or fee be charged? Yes / No	Request _____ Tables and _____ Chairs
Will food and/or drink be served? Yes / No	
Additional Requests/Notes:	

### About the requestor:

Group Name (or state Private Party): _____	
Type of Group: social / charitable / civic / other: _____	
Purpose of Activity: _____	
Person(s) who will be in charge and responsible for the actions of the group, church facilities and church equipment:	
I hereby certify that my group will abide by the rules of the church and will be responsible for the use and care of the facilities and equipment. I am responsible to clean and restore the facilities as originally found; to close the windows, to turn out the lights, to lock all doors, and observe the instructions included with this application. The cost of damages or excessive sacristan services following this event will be paid by the undersigned.	
_____ (signature)	Address _____
_____ (printed name)	Home Phone _____
Date signed: _____	Cell Phone _____

# RULES FOR USE OF FOREST CHAPEL UNITED METHODIST CHURCH BUILDING

## General Rules

Forest Chapel United Methodist Church is a house of God. We, therefore, expect that groups using our church will conduct themselves in an orderly and reverent manner and will respect our facilities and property. Gambling and alcoholic beverages are not permitted. **Smoking is not allowed** in the buildings. **No red or purple drink** is to be served on any carpeted area.

1. In requesting the use of our facilities the following rules apply:
  - A. Any group desiring the use of our facilities, other than regular and stated meetings, must clear through the office administrator, who will see that the meeting is placed on the church calendar.
  - B. In order for a group to gain access to the building, arrangements are to be made through the church office (825-3040) prior to the meeting. Regular office hours are 8 am to 4 pm Monday through Friday (noon - 1 lunch.)
2. Extra care should be exercised in the use of all church property. The cost of damages (including carpet cleaning) or excessive Sacristan services following any event will be paid for by the individual group using the church facilities.
3. Groups using the buildings shall vacate the premises by 10 pm unless special permission is granted by the Trustees. It is the responsibility of the person in charge to see that the area is clean, the windows are closed, the lights are turned off and the doors are locked before the group leaves. Fellowship Hall will not be scheduled for use after 6 pm on Saturday by any non-church related group other than for wedding receptions, which shall end by 10 pm.
4. Children are most welcome, but they must be properly supervised by adults at all times. They must not be permitted to roam through the building nor are they to tamper with church property and equipment.
5. Classroom activities will be limited to light refreshments.
6. Kitchens - All breakage should be reported to the church office immediately. Dish towels should be laundered and returned as soon as possible. No food should be left in the refrigerators.
7. Please bag all garbage and dispose of it in the trash bin at the back of the church.

I hereby certify that I have read, understand, and will abide by these rules:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# FOREST CHAPEL UNITED METHODIST CHURCH

## Schedule of Fees - Non-Church Related Activities

as of October 6, 2008

### **Fellowship Hall**

Fellowship Hall only: \$150\*  
Fellowship Hall and Kitchen: \$200\*

### **Activity Room**

Activity Room only: \$75\*  
Activity Room and Kitchen: \$100\*

### **Parlor**

Parlor only: \$75\*  
Parlor and Kitchen: \$100\*

\* add \$50/hour for events lasting over 5 hours

Sacristan: \$20/hour  
(1 hour (\$20) required for first time renters)

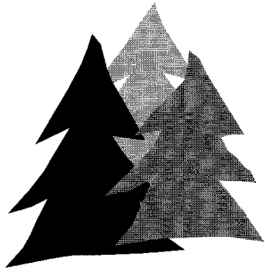
Security Deposit: Equal to Room Fee  
(Refundable if only normal vacuuming is required)

[Please see pamphlet  
*"Your Wedding at Forest Chapel United Methodist Church"*  
for wedding room rental and related fees]

### **TOTAL FEES FOR THIS EVENT:**

Room Fee	\$ _____
Security Deposit	\$ _____
Sacristan (\$20/hr)	\$ _____

**Total Required at Scheduling \$ \_\_\_\_\_**



Forest Chapel United  
Methodist Church



Our mission is  
to know Christ and  
to make Christ known!

Date: \_\_\_\_\_

To Room Renter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Room Renter:

Thank you for hosting your activity at Forest Chapel United Methodist Church, and thank you for respecting our house of God.

\_\_\_\_\_ Your entire deposit is being refunded.

\_\_\_\_\_ Your deposit is being refunded, with the exception of the following issues that arose as a result of your activity:

Sacristan hours charged: \_\_\_\_\_

Carpet Cleaning Cost: \_\_\_\_\_

Other (described): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

REFUND OF DEPOSIT:

Amount of Deposit: \$ \_\_\_\_\_

minus deductions, if any \$ \_\_\_\_\_  
(as noted above)

TOTAL REFUND ENCLOSED: \$ \_\_\_\_\_

\_\_\_\_\_  
Trustee (Signature required if less than full deposit is returned)

680 West Sharon Road • Cincinnati, Ohio 45240-3699 • Phone (513) 825-3040

Samuel M. Stover, Minister • Brian D. Cordell, Associate Minister • [www.forestchapel.org](http://www.forestchapel.org)