



First United Methodist Church  
 610 Bonus Ave.  
 Belvidere, Illinois 61008  
 Telephone: (815) 544-3479  
 Email: officeadmin@fumcbelvidere.com

### Event/Meeting Registration Form

*(Please print clearly)*

Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Details: \_\_\_\_\_

Include event on church's website events calendar?  YES  NO

Date of Event	Start Time	End Time	Re-occurring? <i>Circle one</i>	How Often? (Ex. First Tues- day of the month)	Stop Date
			Yes / No		

Rooms requested. Please check all that apply.

<input type="checkbox"/> Adult Classroom	<input type="checkbox"/> Alpha
<input type="checkbox"/> Parlor	<input type="checkbox"/> Omega
<input type="checkbox"/> Noah's Nursery	<input type="checkbox"/> Moses
<input type="checkbox"/> Miriam	<input type="checkbox"/> Esther
<input type="checkbox"/> Zacchaeus	<input type="checkbox"/> Sanctuary *
<input type="checkbox"/> Mary	<input type="checkbox"/> Perry Hall
	<input type="checkbox"/> Kitchen

\* If using the sanctuary, please fill out and submit the sanctuary use form (Page 3) along with this form. Use of the sanctuary requires that both forms be submitted no later than 3 weeks prior to the event and requires approval from the pastor.

Will you be providing childcare?  YES  NO

If yes, please read the Policy for Organizing Childcare (Page 4) and initial here \_\_\_\_\_ to indicate your agreement.

**Will any part of this event/meeting take place after church building hours?**  YES  NO  
(includes setup and cleanup of event)

Church building hours are: Monday - Thursday 9:00am to 5:00pm  
Friday 9:00am to 12:00pm  
Saturday & Sunday by reservation only  
Holidays & holiday weekends: closed

If you answered “Yes” to the above, a church staff person or other church approved person must be present to unlock/lock the facility prior to and after the event. Please specify who will be responsible for unlocking and locking the building: \_\_\_\_\_ Phone: \_\_\_\_\_

Please note that a reservation will not be placed on the calendar for an after hours event until this information has been provided and verified.

All reservations will be subject to approval and available resources. Scheduling done on a first come, first served basis. Please notify the church of any changes as soon as possible. By signing below, I agree to leave the room(s) in a clean and orderly condition, to return all supplies to their designated area, and to abide by the policies and procedures of First United Methodist Church. Further, I am agreeing to be financially responsible for any fees that may be required as well as damages that may be incurred during the event.

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please submit this form and any other required forms to the First United Methodist Church office administrator. Once approved, a copy of this form will be returned to you. Please note that your event/meeting is not automatically approved or added to the official church calendar with the submission of this request. All requests must be approved before the event/meeting is allowed to take place within the church building.

**Official Use**

Date received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_ Fees Received: \_\_\_\_\_

# Sanctuary Use

(Due 3 weeks prior to event)

Do you need to use the sound system?  YES  NO

If yes, what do you anticipate needing?

- CD or audiotape player or sound for video
- Overhead projection
- Microphone and stand for speaker(s) Number of people speaking \_\_\_\_\_
- Special lighting in sanctuary
- Name of qualified person operating sound/video equipment \_\_\_\_\_

If sound/video needs are more complex than what a volunteer is capable of, (i.e. live music, more than 3 mics, etc.) someone from our audio/visual media team must be hired to run the event. A fee of \$50 will be required in such circumstances.

Please describe any decorations that your event requires within the sanctuary.

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No furniture or hanging decorations may be moved or removed from the sanctuary without prior approval. Any decorations used for the event must be removed and the sanctuary restored to its original condition prior to worship on Sunday morning at 9:00am unless otherwise approved by the pastor.

## Official Use

Approval Date: \_\_\_\_\_ Pastor Signature: \_\_\_\_\_

Pastor Comments: \_\_\_\_\_

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# Childcare Policy

## Recruiting Workers

1. It is your responsibility to ensure adequate childcare. **Our policy is that there must be two childcare workers in each room.**
2. The minimum age for childcare workers in our nursery is 14. However, there must be one adult childcare worker present at all times.

## Organizing

1. Your childcare workers need to arrive at least 15 minutes prior to the start of your event.
2. Check your workers in and make sure rooms are staffed safely. There must be TWO people in every room.
3. Every child must be checked in and out by an adult.
4. If you will be providing a snack for the children in the nursery, please ensure that it is something simple; like animal crackers, saltines, or vanilla wafers and juice (preferably juice that will not stain if spilled). Never serve anything that children may be allergic to. Our nursery is a peanut free zone. No food that contains peanuts or peanut butter is allowed.
5. After the children have been picked up, make sure the room is put back in order.
  - a. Instruct the workers to tie off their garbage and place it in the hallway before they leave.
  - b. Vacuum any crumbs left on the floor. The vacuum is located in the custodian area next to the main bathrooms.
  - c. Put away all toys and return all furniture to its original location.
6. Ensure that all lights are turned off and all doors are locked.

To reserve a room for your meeting or event, submit this form at least 2 weeks prior to the event. If the sanctuary is requested or if the kitchen will be used, all necessary forms are due 3 weeks prior to the event. If the requested forms are not received with the required time frame, room setup assistance may not be available.

## **Policies Governing the Use of First United Methodist Church Belvidere Facilities**

### **1. General Rules and Regulations**

- a. All building use will be scheduled with the Church Administrator.
- b. The Front Door will open 30 minutes prior to the rental time and will close 5 minutes after the event is scheduled to end.
- c. Users must confine their activities only to the area specified in the contract.
- d. User is not to use or operate any of First United Methodist's equipment other than stipulated in the contract.
- e. Users are responsible for supervision of children. Children are to be supervised by 2 adults at all times. Adults are defined as individuals over 18 years of age. Children are not to be in areas not included in the rental agreement.
- f. Any group using FUMC facilities on an ongoing basis must comply with the FUMC Children and Youth Policies. Not adhering to these policies may result in a group being denied use of First United Methodist's facilities.
- g. User will be held responsible for damage or destruction of property.
- h. Facilities are to left clean, garbage is to be placed in the dumpster. User will be charged an additional custodial fee if clean up is deemed to be excessive.
- i. Any group using the Kitchen must abide by the FUMC Belvidere Kitchen Policy.
- j. Any group using FUMC facilities on an ongoing basis must provide a certificate of insurance. First United Methodist Church reserves the right to deny or terminate an event if they deem necessary.

### **2. Fees and Deposits**

#### **Fees**

There is a fee of \$150.00 for anyone wishing to use the building. An additional \$50.00 fee is required for anyone wanting to make use of the kitchen facilities. Payment must be received 10 days prior to your event. Payments can be sent to the church office or made in person during business hours.

#### **Deposits**

Both Members and Non Members are required to make a refundable deposit of \$50.00 which will be held by the church office. This deposit will be returned after the event providing that no property was damaged and clean up was not deemed excessive.

Deposits are required at the time your event is scheduled and will be returned no more than 5 days after the event.