

Mt. Olivet United Church of Christ
410 W. South Range Road ~ North Lima, OH 44452
Phone- (330)549-2169 Fax- (330) 549-2160 E-Mail- office@mtolivetucc.org

Request for Use of Church Facilities

Name of Individual/Group (Print Clearly): _____

Date of event: _____

Time of event: (start to end): _____

Contact Person For Event: _____

Phone Number for Contact Person: _____

Type of Event: _____

If your event is a wedding, will the rehearsal also be at Mt. Olivet? _____

If your event is a wedding, what is the date of the rehearsal? _____

If your event is a wedding, what is the time of the rehearsal? _____

Is this a FOR-PROFIT event? _____

Area of Church Requested: _____

Approximate number #of people attending: _____

IF YOUR EVENT IS A WEDDING PLEASE FILL OUT THE INFORMATION BELOW:

Which of the following services will you need for the wedding? (check all that apply)

- Mt. Olivet's Audio Technician (\$75 fee)
- Mt. Olivet's Pastor (fee handled privately)
- Mt. Olivet's Pianist/organist (fee handled privately)
- Using your own officiant (if using your own officiant, it is YOUR responsibility to have your officiant contact the pastor at Mt. Olivet UCC prior to wedding date).

Will you need custodial services (*members only*)? _____ Fee required: _____

Use of Church fee (\$150 non-member; \$0 member): _____ Key Deposit: \$50.00: _____

(PLEASE TURN OVER →)

All requests for Use of Church are subject to approval by the Mt. Olivet Consistory, which meets ONCE MONTHLY, usually on the 2nd Wednesday. The office will call to inform you of the decision.

The Use of Church fee is due upon Consistory approval to secure the event date and is payable to the office; by mail or in person. Cash (receipt provided) or check only. If payment is not received, the date will not be reserved. Upon inspection of the areas used, \$50 will be refunded to you if the area is in proper order.

Rules and Regulations for Church Facilities:

- 1) Nursery area is available on the 1st floor for children UP TO three-years-old. You must provide your own adult supervision and older children are to be supervised by their parent(s)/guardian(s).
- 2) There is to be no smoking or alcoholic beverages.
- 3) The sanctuary and organ are reserved for church occasions. To use this area of the church, special permission is necessary. Respectfully, stay only in the area(s) of the church that were requested.
- 4) Kitchen Use – Please follow all posted rules in this area. All dishes and utensils must be washed, dried and put away. Only authorized persons can operate automatic dishwasher. Linens must be laundered and returned.
- 5) Chairs and tables should be placed back to the order in which they were found.
- 6) Please sweep the area completely and take all trash out to the dumpster in the parking lot.
- 7) Check restrooms. Turn out ALL lights/fans/air conditioners in the area(s). Shut and lock ALL windows in the area(s). Make sure the entrance doors used are locked securely.
- 8) In case of EMERGENCY CONTACT NUMBER (330)207-9102 – Property Manager**

Procedure for Acquiring the Key to the Facility:

- 1) A \$50.00 CASH deposit is required if you need a key to get into the facility after operating hours.
Duplication of the key is prohibited and will result in the loss of deposit.
- 2) The key may be picked up NO SOONER than the last business day prior to the event.
- 3) The key MUST BE RETURNED NO LATER than three (3) business days AFTER the event.
- 4) OFFICE HOURS ARE: Monday-Thursday 9:00am to 2:30pm.**

I have read the rules & regulations and agree to abide by them.

Signed: _____ Date: _____

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|---------------------------------|------------------------------|-------------------------|
| FOR OFFICE USE ONLY | U of C Fee Date Paid: _____ | Cash or Check: _____ |
| | Key Deposit Date Paid: _____ | Returned on Date: _____ |
| Permission granted _____ | Signed by: _____ | Date: _____ |
| Permission denied _____ | Signed by: _____ | Date: _____ |