



FACILITY USE REQUEST FORM

Return this completed form to the Executive Pastor in person, or via email to: executivepastor@mccmontello.org
If approved, the Executive Pastor will place the activity on the church calendar and will confirm the reservation with the responsible member as listed below.

Today's Date: _____

1. _____
(Ministry E.g., "Worship" OR If not a church ministry please provide a brief description of the requested use E.g., "Ladies Bible Study")

2. Member who will be present (responsible party): _____

Phone #: _____

Email Address: _____

3. Date(s) Requested: _____

If recurring - Start date: _____

End date: _____

4. Time of day: Begin: _____ End: _____

5. Building Access: (Check One)

I have access to the building (key/code) _____

I will need access to the building. _____

6. Facilities needed (please X all rooms you plan to use):

Foyer/Coffee Area _____ Sanctuary _____ Kitchen _____ Back Classroom _____ Nursery _____

7. Equipment needed (Circle if needed):

TV DVD Coffee Pot Sound System Projector Computer

All uses subject to Use Guidelines on the reverse side of this form.

Marquette Community Church

PO Box 667 Montello, WI 53949 • 610 Doty St Montello, WI 53949 • mccmontello.org



Use Guidelines.

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all excess garbage into bags and bring it to the kitchen or dumpster at the rear of the building.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify Executive Pastor so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct places. Take all extra food and beverages with you unless specific usage plans have been made, if opened food is placed in refrigerator mark with date opened. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when your event is finished: Please check that ALL doors are locked; All windows are closed; All lights are turned off.

Your signature on this form indicates acceptance of all guidelines.

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities.

Please report any damage to the Executive Pastor promptly.

Signature of Responsible Party: _____

Printed Name: _____

For office use only:

Approved by: _____ Date: _____

Placed on Calendar: _____ Annual Review Date: _____

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