



# Aldersgate United Methodist Church

Organized in 1963; the 225<sup>th</sup> anniversary of John Wesley's  
"Aldersgate experience"  
235 Park Street, North Reading, MA 01864  
(978)-664-2951

## Single Event Usage Agreement

This is to verify that \_\_\_\_\_ plans to utilize the following area of the Church Property. Please check all applicable boxes

### AREA:

Sanctuary       Kitchen       Classroom 1       Outside space  
 Classroom 4      Nature of this event: \_\_\_\_\_

### EVENT SIZE:

0 – 100       100 – 200       200 – 300      **CAPACITY:** \_\_\_\_\_

### USE OF CHURCH EQUIPMENT:

Sound system       Stove       Coffee makers       Warming Plates  
 Tables       Chairs       Dishwasher

### DATE AND TIME OF EVENT:

Month\_\_\_\_\_Day\_\_\_\_\_Year\_\_\_\_\_      From\_\_\_\_\_To\_\_\_\_\_ AM/PM

### FEES:

0 – 100 \$175.00       Set Up \$100.00  
 100 - 200 \$225.00       Sound System \$50.00  
 200 – 300 \$275.00       Staffed Sound Board \$80.00  
 Breakdown \$100.00       Over 4 hr limit \$25.00 per hour  
 Trash Removal \$25.00       Stove/Dishwasher \$75.00

### DEFINITIONS:

1. **Set up & Breakdown** – Church members setting up or breaking down tables and prior to or following the event.
2. **Stove/Dishwasher** – A Church member must be present for the entire event when these items are used.

### CONDITIONS:

1. No smoking in the building
2. No consumption of alcohol on the property
3. User will be responsible for setup and breakdown unless noted above
4. User will be responsible for breakage/loss during the event

5. User will remove trash from building unless noted above
6. Cleanup will begin at the time stated above
7. No children allowed in the kitchen at any time

**AGREEMENT:**

I, \_\_\_\_\_ agree to the above conditions and costs on behalf of persons/individuals/organizations or groups attending this event.

**USER SIGNATURE:**

\_\_\_\_\_ **DATED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**USER CONTACT NUMBER:**

(\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

**CHURCH CONTACT:**

Name \_\_\_\_\_

(\_\_\_\_) - \_\_\_\_ - \_\_\_\_\_

**PAYMENT:**

- Check – preferred, returned with this application       Cash/Check – end of event  
 Online payment at [aldersgateumcnr.org](http://aldersgateumcnr.org). Select “Building Use Payment” in dropdown box.

**Please note that space will not be reserved until this form is returned.**