

Facility Usage Request

(This form should be completed by any outside group wishing to use RMC's facility for events sponsored by active RMC members that involve a high percentage of non-members.)

Today's Date _____ Organization's Name _____

Mailing Address _____

Contact Name _____ Contact E-mail _____

Contact Telephone Numbers (home/cell/office) _____

Contact Address _____

RMC Sponsor (if applicable): _____

Facilities Desired (check all that apply):

Fellowship Hall Classrooms (2 classrooms are available) Boardroom
 Sanctuary If requesting to use sanctuary, do you need to use: Organ Piano Sound System

Please note that special permission must be granted for use of the RMC organ by persons other than those authorized by the RMC Music Director and/or RMC Organist.

Purpose of Gathering _____

Will food and/or beverages be consumed? Yes No (Please note that only the Fellowship Hall is available for groups wishing to consume food and beverages.)

Will there be a fee charged or a collection taken associated with this event? Yes No

Frequency of Use

One time Monthly Bi-weekly Weekly Other _____

Date of one-time activity _____ Start/end time of activity _____

For all but "one-time" activities, please list the day(s) of the week and the time that your group would be meeting.

Day(s) _____ Start/end time of activity _____

Type of Organization

Student Church (non-RMC) Community

Number of people expected at activity _____

Janitorial Service: If an activity is scheduled when janitorial service is not normally available, i.e., Friday evenings and all day on Saturday and Sunday), a fee of \$75 may be assessed. If the event is held when janitorial service is normally available but the event planners are not able/willing to wipe up spills, **TAKE ALL TRASH AWAY FROM THE PROPERTY**, etc., a janitorial fee of \$75 may also be assessed.

For office use only

Approved Date _____ Noted on church activities calendar

Declined Date _____ Reason _____