

Wingate Faith; a Global Methodist Community
111 Runville Rd Bellefonte, PA 16823 814-353-8870

BUILDING USE/RENTAL

Contact Janette Moore at (814) 883-0893 for rental availability. This form must be completed and mailed to the church, Attn: Financial Secretary with payment for the reservation to be valid. We must receive this request at least 2 weeks before your event.

Date of Request_____ Requester Name_____

Phone #_____ Email _____

Address _____

Name & Address of Organization (if applicable) _____

Event Date _____ Description of Event _____

Beginning Time _____ Ending Time _____

Note: Please consider set-up and clean-up time when determining the beginning and ending times. You will be expected to fully vacate the premises by the end time.

Non-Member Fees for Events other than weddings:

<u>Area</u>	<u>Fee</u>	<u>Calculate Fee</u>
Sanctuary	\$125.00	\$_____
Fellowship hall	\$100.00	\$_____
Kitchen	\$ 75.00	\$_____
Custodial Fee	\$ 50.00	\$ 50.00

Total Fee Attached \$_____

Members:

Donation towards lights, heat/HAVC, and gas. Because it was cleaned before your event, you are responsible to clean or you may choose to have the Custodians come back afterwards for an additional \$50.00

The thermostats are preset for your event, please do not change the temp!

Weddings: (Non-Members \$200.00 Wingate Faith Members \$100.00)

The Wedding fee includes the use of church facilities and custodian. The wedding fee DOES NOT include kitchen. The wedding fee also DOES NOT include the Pastor's fee, *Sound Tech fee, or Accompanist/Organist fee, these additional services need to be negotiated and paid separately from the building.

*The Sound Technician MUST be an approved Wingate Faith Tech.

Liability Insurance: Organizations using Wingate Faith Facilities will be required to provide liability insurance for themselves. Wingate Faith shall not be held responsible for any injury, loss, or damage arising from participation in any activity not sponsored by Wingate Faith.

Wingate Faith Buildings and grounds are alcohol and smoke-free!

- No tape of any kind may be used on any surface
- It is your responsibility to return tables and chairs to their original position. Floors should be swept and any obvious spills cleaned up
- It is your responsibility to remove all trash and put it in the dumpster located in the church parking lot
- You must request permission to use the gas stove. Only an authorized church member can turn on the gas and light the pilot lights
- DO NOT adjust the thermostat; it is programed for your event
- Any dishes, utensils, cooking equipment, work surfaces, and sinks must be cleaned
- You must provide your own dishtowels
- DO NOT use any of the church's supplies of food, coffee, beverages, or paper & disposable products
- Be sure to remove any of your leftover food from the refrigerators or freezer. Anything left behind will be discarded

Signature

Date

Please contact Janette Moore at (814) 883-0893 the day of your event for any questions/assistance. If Janette can't answer your need, she will have someone that can, contact you back.