

## APPLICATION FOR BUILDING (BODIEE HALL) USE

Group Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event date: \_\_\_\_\_ Time: \_\_\_\_\_

All groups must conclude use by 10:00pm

Set-up time: \_\_\_\_\_ Head count: \_\_\_\_\_

Bodiee Fellowship  
Hall, (Maximum - 100)

(\$85/hour)

Each group is responsible for their own set-up/clean-up of table/s/chair/s and room, all trash is to be put **OUTSIDE**. The first hour is **FREE**. Each additional hour of set-up is **\$25 ea.**, this time can be used at any time. Tables are 8' rectangular.

**Non-refundable retainer fee:** \$100 is required upon the approval of this application. This retainer will be held as a reservation for the date requested as well as to cover damages, if any, after event. All fees are due, in full, prior to or on the date of the event. A statement of communication via email or phone will be provided to the group or organization 1 week prior to the date for which the facility has been reserved. **THIS IS NOT A DEPOSIT FEE.**

This application will be considered at the next scheduled meeting of the Church Council. The church facility coordinator will notify the contact of the Council's decision. Ridge Avenue United Methodist Church reserves the right to approve or disapprove any application. The decision of the Church Council is final. **THERE IS ABSOLUTELY NO ALCOHOL OR SMOKING ON THE GROUNDS OF THE CHURCH.**

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

**ALL PAYMENTS MUST BE MADE BY CHECK OR MONEY ORDER.**

Please return application to: Ridge Avenue UMC, 7811 Ridge Ave., Phila., PA 19128

If you have any questions, please feel free to contact **Mary Basmajian at 215-475-7849,**

## **ADDITIONAL NOTES FOR:**

### **SET-UP AND CLEAN-UP AND MAINTAINING THE HALL:**

- As stated, all set-up and clean-up is done by the renter, the room can be decorated in any way, BUT nothing can be permanently placed on walls, doors, etc.
- All children must be supervised, while at event, and should not be in any other rooms in the church building.
- All trash should go to outside containers.
- After event, please turn off all lights, including kitchen and bathrooms.
- All chairs are to be stacked and put on side of room by windows.
- All 8' tables are to be put in the drawers under stage.
- All other tables can be placed in corner of room
- Please check bathrooms for neatness.

· Applicant, children and youth from your event must be supervised at all times. Specifically, children under 12 must be accompanied by an adult when using the restrooms. No water play is allowed! (Proposed signage in the restrooms: Parents/Guardians, for the safety and comfort of everyone, children under 12 must be accompanied by an adult when using the restrooms).

· Applicant, you are responsible for everyone in your party and even if you delegate someone to check restrooms, floors for spills, etc., you must check behind them.

· The church hall and parking lot should be cleaned and left in its original condition.

· If you or your party guest take plates, cups, utensils, and napkins outside; the items should be placed in the trash receptacle in the parking lot.

· Smoking is only permitted outside: cigarettes and cigars must be discarded in the designated receptacle, (not the trash can).

can).