



Aldersgate United Methodist Church

Organized in 1963; the 225th 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 _____ (hereafter referred to as "the user") plans to utilize the following area of the Church property. Please check all applicable boxes.

Area:

- | | | | |
|------------------------------------|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Classroom #1 | <input type="checkbox"/> Outside area/space |
| <input type="checkbox"/> Parlor | <input type="checkbox"/> Classroom #4 | <input type="checkbox"/> Nursery | |

Please describe the nature of the event: _____

Event Size:

- 0 – 200 200 – 300 **Capacity for event is:** _____

**** Capacity # determined by fire department, depending on size of room & # rooms used together****

Use of Church Infrastructure/ equipment:

- | | | | |
|---------------------------------------|---------------------------------|--|--------------------------------|
| <input type="checkbox"/> Sound system | <input type="checkbox"/> Stove | <input type="checkbox"/> Coffee makers | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Clavinove | <input type="checkbox"/> Tables | <input type="checkbox"/> Chairs | |

The user will be utilizing the area(s) and infrastructure/equipment indicated above, on the date of:

Month: _____ Day: _____, Year: _____ From: _____ am/pm to: _____ am/pm

****this date & time includes ALL set up & breakdown for the event****

Fees:

- | | |
|--|---|
| <input type="checkbox"/> 0 – 200 @ a fee of :\$175.00 | <input type="checkbox"/> 200 – 300 @ a fee of \$275.00 |
| <input type="checkbox"/> Use of Nursery fee @ \$50.00 | <input type="checkbox"/> Set up fee @ \$100.00 |
| <input type="checkbox"/> Breakdown fee @ \$ 100.00 | <input type="checkbox"/> Sound system fee @ \$50.00 |
| <input type="checkbox"/> Trash/dumpster fee @ \$25.00 | <input type="checkbox"/> Event longer then 4 Hour fee @ \$25.00/per hour past |
| <input type="checkbox"/> Prior day set up fee @ ½ rental fee | |

Conditions:

- No smoking in the building
- No consumption of alcohol on the property
- User will be responsible for set up & breakdown unless otherwise stated/ paid for
- User will leave all areas as they have found them
- User will be responsible for any loss or breakage occurred/ing during the event
- User will be responsible for all trash & materials at end of event unless otherwise stated / paid for

I _____ agree the above conditions/ agreement on behalf of the
Print Name

person(s), individual, organization or group attending the above mentioned event.

Signature of Authorized Representative _____ Date: ____/____/____

The Church Representative for this event is: _____ Phone: _____

Church Representative will need to open & close the Build for this event.

****this form is current under review by Trustee and fees subject to change****