



# BUILDING USAGE FORM

Mosinee United Methodist Church

607 13<sup>th</sup> Street, Mosinee, WI 54455

715-693-2125 [mumc@mosineeumc.org](mailto:mumc@mosineeumc.org)

*"Don't forget to show hospitality to strangers, for some who have done this have entertained angels without realizing it!"* (Hebrews 13:2)

We welcome church members and outside individuals, families, and groups into our space as an act of Christian hospitality. Check space availability on our web calendar at [mosineeumc.org/calendar](http://mosineeumc.org/calendar) – if nothing is scheduled for the area you want to use, then it is probably available. You can call or email the church office to reserve the space. Please return this form with appropriate fees.

## GUEST RESERVATION INFORMATION

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

City \_\_\_\_\_ Email \_\_\_\_\_

Date/Time(s) Requested: \_\_\_\_\_

Description of Event:  
\_\_\_\_\_  
\_\_\_\_\_

Special Setup Needs:  
\_\_\_\_\_  
\_\_\_\_\_

# Round Tables \_\_\_\_\_ # 6' Rectangular Tables \_\_\_\_\_ # Chairs \_\_\_\_\_ Video Projection Y / N Audio Y / N

### Areas Needed and Costs: (member cost / non-member cost)

\_\_\_ Sanctuary (\$100 / \$200)      \_\_\_ Fellowship Hall A or B (\$35 / \$60)      \_\_\_ Fellowship Hall A & B (\$50 / \$100)

\_\_\_ Conference Rooms (\$0 / \$25)      \_\_\_ Classrooms (\$0 / \$25)      \_\_\_ Kitchen (\$35 / \$60)

### Services Needed and Costs: (member cost / non-member cost)

\_\_\_ Food or Hospitality Service (based on needs)      \_\_\_ Housekeeping Fee (\$20 hr. / \$35 hr.)      \_\_\_ Audio/Visual technician (by arrangement)

\_\_\_ Pastor's Fee (honorarium / by arrangement)      \_\_\_ Accompanist Fee (by arrangement)      \_\_\_ Vocalist Fee (by arrangement)

\_\_\_ Childcare/Nursery (by arrangement)      \_\_\_ Key Required (\$5 deposit)

**TOTAL DUE: \$** \_\_\_\_\_

By signing this form, you agree to accept responsibility to leave the facility clean and undamaged. In the event that repairs or cleanup are required, you agree to pay reasonable repair or cleanup fees as determined by Mosinee United Methodist Church.

Guest Signature \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Key Assigned: \_\_\_\_\_ Notify: \_\_\_ Housekeeping \_\_\_ Food/Hospitality \_\_\_ Accompanist \_\_\_ Vocalist \_\_\_ Childcare \_\_\_ Other: \_\_\_\_\_