



168 Cameron St., Moncton, NB E1C 5Y9
Office (506) 382-4180 Fax (506) 855-6122
Email office@wesleymemorialuc.com
Web www.wesleymemorialuc.com

Application for use of Wesley Memorial United Church Facilities

Please return this form to the Church Office at least two weeks prior to your event or, for recurring use, two weeks prior to the first use.

NOTE- Activities of Wesley Memorial United Church take precedence over all other activities. As much notice as possible will be given in case of a conflict with a Church activity such as, but not limited to, a wedding or funeral. Every effort will be made to reschedule any affected non-church activities in such situations.

Details of Use of Facilities:

Name of Organization: _____

Time/Date of Single Event: _____

Times/Days/Dates of Weekly Use: _____

Times/Dates of Monthly Use: _____

What room or rooms are needed? _____

Type of Event _____ #of People expected: _____

Name of Responsible person: _____

Address: _____

E-mail: _____ Phone #: _____

How many children? _____ Adults? _____ Leaders? _____

Should your organization's use of the facilities appear in the Church's bulletins and/or website? _____

Rates for Use of Facilities by Non-Church Members:

Note- Rates for Church members and/or non-profit organizations shall be negotiated based on the fees shown below:

Sanctuary- to be negotiated on a case by case basis

Gym- \$100 minimum for up to 3 hours, \$50 per hour thereafter

Smaller basement rooms- \$25 per hour per room

Note- Organizations currently using the facilities may continue to pay any previously agreed upon rates until June 30, 2010 but the above rates may apply beginning on July 1, 2010.

(See reverse/next page)

Rules for Use of Facilities:

- 1) Unless previously or otherwise negotiated, payment must be received prior to use of the facilities.
- 2) Wesley Memorial United Church may, at its sole discretion, require an organization to deal directly with its authorized cleaning company for any additional work required due to an organization's use of Wesley facilities. Any such arrangements, unless previously or otherwise negotiated, must be made, and a copy of the agreement left with the Wesley church office, prior to use of the facilities.
- 3) In the event that there is an emergency during an organization's use of the facilities which requires contact with Wesley personnel when the church office is not open, the organization should contact 364-9455. Wesley personnel will then address these emergency situations in a timely manner.
- 4) Facilities must be restored to their original configuration and cleanliness by the organization upon completion of each use. Failure to do so may result in the loss of future access to the facilities.
- 5) Facilities cannot be used for any purposes or activities inconsistent with the Mission and Vision of the United Church of Canada or prohibited by any legal statutes.
- 6) Facilities are scent and smoke free. The use of non-physician prescribed drugs or alcohol is prohibited as is gambling while in or on Wesley's property. Violation of these prohibitions will result in the cancellation of use of Wesley's facilities for the individual, organization, or both.
- 7) No hard sole or high heel shoes can be worn in the gym.
- 8) Any organization using Wesley Memorial United Church facilities accepts responsibility for any costs required to repair any damage to the facilities which may occur either during, or as a result of, the use of the facilities.
- 9) Any organization (including its members, any heirs and/or personal representatives) releases Wesley Memorial United Church from any claim or action whatsoever for damages, loss, or injury which may occur as a result of the organization's use of the facilities, the building of which the facilities are a part, or the parking areas on or adjacent hereto.

I understand and accept all the preceding rules as a requirement for Wesley Memorial United Church's acceptance of my request for the use of their facilities as indicated by my signature below.

_____ on _____ 20__

+ + + + +

Facilities use request accepted by _____, an approved representative of Wesley Memorial United Church on _____ 20__.