

Plymouth Congregational United Church of Christ Facility Use Request/Agreement Form

Name of Person/Organization Booking Event	Date of request
Name of contact person (if different from above)	Contact Phone
Type of function	Contact email

Please include any setup or cleanup time.

Single Event	Date	Start Time	End Time
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Multi Use Event	Start Date	End Date	Start Time	End Time
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Areas/Rooms Requested

Sanctuary	Fellowship Hall	Kitchen	Classroom	Side Room	Other
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Wedding/Rehearsal Information

Rehearsal Date	Start Time	End time
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Estimated number of guests		Do you need overflow room?	
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Please indicate any special requests

User is responsible for arranging entrance to the building and/or any special setup or equipment requests with a Church representative. The Church representative will inform the custodian of such requests.

Note: Renting the Sanctuary, Fellowship Hall or the Kitchen also requires the payment of the associated custodial fee.

Events other than weddings or funerals

	Facility or Service	Fee
	Deposit	\$35
	Fellowship Hall	\$50
	Custodial Hall	\$35
	Kitchen	\$25
	Custodial Kitchen	\$35
	Other room (custodial included)	\$35
	Total Fee	

Weddings

	Facility or Service	Fee
	Deposit	\$35
	Pastor Wedding member	\$300
	Pastor Wedding non-member	\$400
	Sanctuary	\$100
	Custodial Sanctuary	\$35
	Fellowship Hall (includes Kitchen use)	\$100
	Custodial Hall	\$35
	Total Fee	

Signature on this form indicates the agreement of the renter to the terms and conditions as specified in the Building Use and Scheduling Policy, and the approval of the rental application by Plymouth United Church of Christ, 115 West Merrimac Street, Dodgeville, WI, 53533. This includes forfeiting the security deposit as defined in the Building Use and Scheduling Policy and agreement to pay for any damages.

Name _____

Organization _____

Address _____

Day Phone _____

Evening Phone _____

Signature of responsible party _____

Today's Date _____

Trustee Approval

Approved by	Date	Day and evening phone
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