

BUILDING USE FORM. – Please fill out and return with check to the church office

**Asbury United Methodist Church
1810 Kellogg Avenue
Janesville, WI 53546
608-572-7961**

Name of group/individual _____

Contact person _____

Address _____

Phone _____

Statement of purpose _____

Connection to a larger organization (if applicable) _____

Approximate number of persons _____

Frequency of meetings _____

Date and time of event _____

Name of room(s) needed _____

Equipment/custodial needs _____

- Groups/individuals will be expected to do own set-up and takedown of tables, chairs, etc.
- All areas used by individuals or groups will be cleaned properly and trash removed after the event by the users.
- The building use policy is subject to change at the discretion of the Trustees
- The church property is smoke, alcohol, and drug free.

Signature of responsible person

date

Room(s) used _____

Cost _____

Security deposit of \$50.00 _____ collected _____ returned _____ retained