



## St. Mark's United Methodist Church

200 Hempstead Avenue

Rockville Centre, NY 11570

Telephone: (516) 766-2080 Fax: (516) 536-3459

Website: [www.stmarksrvc.org](http://www.stmarksrvc.org)

Email: [stmarksrvc@gmail.com](mailto:stmarksrvc@gmail.com)

# Room Reservation Request

Name of Organization: \_\_\_\_\_ Dated: \_\_\_\_\_

Chief Officer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Request permission to use \_\_\_\_\_

(name of room(s) to be used)

on \_\_\_\_\_ from \_\_\_\_\_

(days & dates to be used)

(starting and ending times)

*(Note: You may attach a sheet of dates and times, if necessary. Keeping us informed of changes to your schedule helps us to meet your needs better! If the church's program necessitates a change in your schedule, we kindly ask for your flexibility.)*

General description of usage: \_\_\_\_\_

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Number of people expected to attend: \_\_\_\_\_

Does your organization have insurance? *(Please check one)* Yes \_\_\_ No \_\_\_

If yes, please attach.

*(Note: Groups with more than 15 people are asked to provide proof of insurance.)*

Are refreshments to be served? *(Please check one)* Yes \_\_\_ No \_\_\_

Is this a non-profit (501c3) organization? *(Please check one)* Yes \_\_\_ No \_\_\_

Donation Agreement: \_\_\_\_\_

All groups are asked to leave rooms in conditions ***better*** than they found it.

Please help us to keep our facility ***clean*** and ***safe***. (See attached list.)

*(You are entitled to a copy of this form.)*

# St. Mark's UMC

## “House Rules”



We ask all groups using the church facilities to pitch in and make it easier for the church staff and the next group to use the rooms.

1. *You are responsible for setting up your meeting or activity.* If you need help, notify our staff (at least a week ahead), by bringing a written description or diagram to the Church Office.
2. *Please help us take care of the building.* If you see anything amiss in the building or on the grounds, or if you have a question, please call the parsonage at 766-5381. Furthermore, accidents happen, so please notify our staff if something breaks or if supplies run out (such as toilet paper).
3. *Please practice the old maxim of leaving things in better shape than you found them.* Following the meeting, you are responsible for putting away anything you have used (chairs, tables, coffee makers, dishes, etc.).
4. *Before you leave, clean up.* Especially important are flat surfaces (i.e. tables and floors). Put trash outside in the dumpsters. Brooms, mops, vacuum cleaners, and other cleaning supplies are stored in the hall closet (between the kitchen and the gym), and in the closet with the dark brown door (across from the Old Choir Room). Additional custodial fees may apply if these conditions are not met.
5. *If no one is in the building when you leave at the end of the day, cut off all the lights, and lock the doors.* Typically, this just involves locking the North Door (where you entered the building), although it is requested that if a key or passcode was needed to open the door, please be sure you lock it behind you.

Finally, the fire code requires that you have a plan of exit in case of fire. In the event that the fire alarm sounds, please exit the building via the nearest exit immediately. This is for your own safety. It is further recommended that a member(s) of your adult staff be familiar with CPR.

I, the undersigned, recognize that I am responsible for seeing that the members of my group / organization keep these rules, and that I am to inform the members of my group / organization of these rules in a timely fashion. Furthermore, I promise to update the information provided on the form entitled “Room Reservation Request” whenever changes are necessary. I understand that keeping these rules helps all the groups/organizations at St. Mark's to work, play, learn, and worship together better.

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Name of Responsible Adult

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Signature

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Dated

*(You are entitled to a copy of this form.)*