

The facilities will be reserved on receipt of this form (complete both sides) and applicable fee(s).

Make checks payable to **White Oak UMC** or pay online at www.whiteoakumc.net and note that it is for Facility Use and the group.

I have read the entire form and will abide by the terms of the agreement.

Signature of contracting party:

Address: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Date: _____

FOR OFFICE USE

Paid ___/___/___ Amt _____ Check # _____

Approved by: _____

Custodian: _____

WHITE OAK UNITED METHODIST CHURCH

2232 Lyndon Ave • PO Box 15788

Chattanooga, TN 37415

423-877-6042

whiteoakchurch@epbfi.com

www.whiteoakumc.net



Facility

Use



White Oak UMC

Please Note

- Facilities are scheduled on a first come, first served basis. White Oak UMC reserves the right to cancel reservations at any time if needed for a funeral or other church emergency.
- Call the office (423-877-6042) to determine availability and your request will be penciled in until final approval. A non-refundable deposit of \$50 is required to secure the date.
The deposit will be applied to the fee.
- No smoking is permitted inside any of the buildings, and no alcoholic beverages may be consumed anywhere on church property.
- No food or beverage is permitted in the Chapel or Sanctuary.
- All beverages, condiments, paper products and food items are to be furnished by contracting party.
- If there is damage or breakage, the contracting party agrees to bear the expense of replacement costs.
- By completing the attached form you will inform us of the number of tables, chairs, and equipment needed. It is your responsibility to set the room up and return it to the way you found it. Sinks and counters should be cleared and wiped down. Trash should be bagged and taken to the dumpster.**

- Use only the room(s) requested.
- Children must be supervised at all times and not allowed to roam the building.
- Please make arrangements with the office if you will need a key to get into the building.
- Please do not prop doors open. Make sure they are locked and all lights are off before leaving the building.
- If you would like this activity promoted in the White Oak UMC Bulletin/Newsletter, please submit your announcement by the publication deadline.

Facility Use Fees

(Subject to change until deposit is paid)

A non-refundable deposit of \$50 is required to secure the date. The deposit will be applied to the fee.

	<u>Per Day</u>
Classroom	\$50
Fellowship Hall	\$100
Sanctuary (seats 250)	\$200
Chapel (seats 30)	\$50
Custodian	TBD
Sanctuary Sound Tech	\$100

All fees and uses are at the discretion of the Board of Trustees

Business Hours:
9:00am-1:00pm
Monday-Saturday

Reservation Form

TYPE of Activity: _____

DATE of Activity: _____

Time you will arrive: _____

Time of Activity: _____

Ending Time: _____

If needed...

Setup Date: _____ Time: _____

I have a church key

NUMBER of people expected: _____

ROOMS you will use:

FELLOWSHIP HALL KITCHEN

Number of long tables _____

Number of round tables _____

Number of chairs _____

Sound System DVD Player/Screen

YOUTH ROOM CLASSROOM

Number of long tables _____

Number of chairs _____

SANCTUARY (seats 250) Sound

CHAPEL (seats 30)

OTHER _____