

First United Methodist of Midlothian Church Deposit Refund Form (Revised 7-17-2006)

(Approved by Church Council on October 3, 2006)

Families and individuals with constraints that make payment difficult should discuss their ability to make payment with a pastor before placing an event on the calendar

<u>Deposits</u>	<u>Cost</u>	<u>Total</u>
Scheduling deposit	½ of total due +deposits	_____
Cleaning deposit	\$150.00	_____
Projector/screen/sound equipment deposit	\$50.00	_____
Total Deposits		\$_____

Please note:

- After your event you will need a responsible person to remain with staff before the building is locked. That person will be asked to go over the cleaning issues that remain and sign off on the refund agreement. If no one is present after the event, you agree to abide by the determination of our staff.

Deposit Refund Checklist

The event was cancelled and the Scheduling deposit should be refunded:

Reserving Party Signature

Staff Signature

The over-all cleaning was done satisfactorily and the deposit should be refunded:

Reserving Party Signature

Staff Signature

The projector/screen/sound equipment was returned in good condition and the deposit should be refunded:

Reserving Party Signature

Staff Signature