

**UNITED METHODIST CHURCH OF**  
**Church Address and Telephone Number**  
**BUILDING USE APPLICATION**

**This completed form must be submitted for review at least one month prior to the requested usage date**

ORGANIZATION \_\_\_\_\_ Today's Date \_\_\_\_\_

Activity \_\_\_\_\_ No of People \_\_\_\_\_

Have you previously used this building? \_\_\_\_\_ When? \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Day \_\_\_\_\_

Address \_\_\_\_\_ Phone Evening \_\_\_\_\_

(include zip code)

Email \_\_\_\_\_ Phone Cell \_\_\_\_\_

Member of \_\_\_UMC? Yes No (please circle) Fax \_\_\_\_\_

\*\*\*\*\*

USE (circle one) Single Use Weekly Monthly Other

Date desired/starting date) \_\_\_\_\_ Day of week/month \_\_\_\_\_ Ending Date \_\_\_\_\_

Actual Activity Time \_\_\_\_\_ (AM/PM) until \_\_\_\_\_ (AM/PM)

Additional Time (if any) for setup \_\_\_\_\_ cleanup \_\_\_\_\_

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**ROOMS REQUESTED**

\_\_\_ Sanctuary \_\_\_ Fellowship Hall  
 \_\_\_ Kitchen

**EQUIPMENT REQUESTED**

\_\_\_ # of Chairs \_\_\_ # of Tables  
 \_\_\_ Stove/Oven \_\_\_ Refrigerator

**PLEASE NOTE:**

Room assignments are subject to change at any time at the discretion of UMC

**COMMENTS:**

\_\_\_\_\_  
 \_\_\_\_\_

**\* A certificate of insurance is required with United Methodist Church of \_\_\_\_\_ named as additional insured prior to use of facilities. If no certificate of insurance is provided, you will be required to complete a waiver of liability.**

OFFICE USE Insurance Company & Policy Number \_\_\_\_\_

Amount \_\_\_\_\_ Verified by \_\_\_\_\_ Date \_\_\_\_\_

Facilities Charge \_\_\_\_\_ Approved by \_\_\_\_\_ Date \_\_\_\_\_

Less Deposit \_\_\_\_\_ Denied by \_\_\_\_\_ Date \_\_\_\_\_

Balance Due \_\_\_\_\_ Applicant Notified by \_\_\_\_\_ Date \_\_\_\_\_

**UNITED METHODIST CHURCH OF**

**Church Address and telephone Number**

**BUILDING USE APPLICATION INSTRUCTIONS**

All applications for the use of UMC facilities must be made in writing to the Board of Trustees at least one month in advance of the requested use date. Applications will be reviewed promptly by the Trustees and the requestor will be notified as soon as possible. Early request submission (more than one month in advance) is strongly recommended. As would be expected, scheduled church functions receive first priority over conflicting building use requests. Applications for activities not in accordance with the purpose of the church, as determined by the Trustees, will not be considered.

Events will require a deposit at the time of the application. The Balance of the fee must be paid in full one (1) week prior to the event. Member events may have the fee waived at the discretion of the Board of Trustees.

To be eligible for a refund, cancellation of an approved building use application, must be received at least seven (7) days prior to the scheduled event.

**BUILDING USE RULES**

1. NO SMOKING is permitted anywhere within the building
2. NO ALCOHOLIC BEVERAGES (including, but not limited to, rum, beer, stout, wine coolers, wine, etc) are permitted within the building or on church grounds.
3. NO FOOD OR DRINK is permitted in the Sanctuary.
4. DAMAGES caused by the applicant will be charged at repair or replacement cost.
5. NO EQUIPMENT may be brought into the building WITHOUT PRIOR APPROVAL.
6. ONLY EQUIPMENT SPECIFICALLY LISTED on the application may be used.
7. CHILDREN/YOUTH GROUPS must have RESPONSIBLE ADULT SUPERVISION in keeping with the Safe Sanctuary Policy.
8. Activities requiring "GAMING LICENSE" (games of chance, gaming or lotteries) are NOT PERMITTED.
9. Non-member functions involving the use of the use of the FELLOWSHIP HALL with or without the KITCHEN, where a \$\_\_\_\_\_ FEE has been assessed, will require a \$\_\_\_\_\_ DEPOSIT TO BE PAID AT THE TIME OF APPLICATION.
10. Use of the SANCTUARY IS LIMITED to non-profit religious and choral and music activities approved by the Pastor and the Board of Trustees.
11. ALL APPLICANTS MUST REMOVE THEIR OWN TRASH.
12. A church selected CUSTODIAN must be present during the entire building use period. Custodial fees for building use when church is not open are \$0.00 per hour payable directly to CUSTODIAN the day of the event.

**SUGGESTED DONATION/CONTRIBUTION**

ROOM	SINGLE USE	WKLY/MONTHLY USE ON A REGULAR BASIS	CUSTODIAN
Sanctuary	\$200	\$150	\$15/hr
Fellowship Hall	\$200	\$150	\$15/hr
Fellowship Hall/ Kitchen	\$250	\$200	\$15/hr

\* All checks are to be made payable to \_\_\_\_\_ UMC