

Application for Building Use

First United Methodist Church

The Church reserves the right to change room assignments

This is a REVISION of a previously submitted form.


Event:	Event Date(s):	Set-up time:	Event Start Time:	Event End Time:
Group Applying:	Contact Person:	Phone:	Today's Date:	
E-mail Address:				

REQUEST FOR THE FOLLOWING AREA(S):

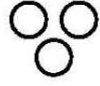
Fellowship Hall	Admin. Wing	Worship Area	Education Rooms	Other:	Bride's Room <input type="checkbox"/>
Sec 1 (narthex end) <input type="checkbox"/>	Conference Rm. <input type="checkbox"/>	Sanctuary <input type="checkbox"/>	_____ <input type="checkbox"/>	Parlor <input type="checkbox"/>	Village Comm. <input type="checkbox"/>
Sec 2 (middle) <input type="checkbox"/>	Admin. Kitchen <input type="checkbox"/>	Organ <input type="checkbox"/>	_____ <input type="checkbox"/>	Parlor Kitchen <input type="checkbox"/>	Main Kitchen <input type="checkbox"/>
Sec 3 (stage end) <input type="checkbox"/>	Other Office: <input type="checkbox"/>	Chapel <input type="checkbox"/>	_____ <input type="checkbox"/>	Choir Room <input type="checkbox"/>	Other: <input type="checkbox"/>
Stage <input type="checkbox"/>	_____ <input type="checkbox"/>		Youth area <input type="checkbox"/>	Choir 2 (old) <input type="checkbox"/>	_____ <input type="checkbox"/>

Set-up: Draw diagram of your setup

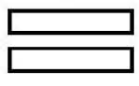
OR choose from these examples



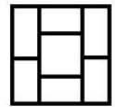
Conference



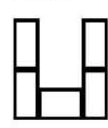
Banquet Round



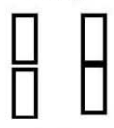
Banquet Long



Hollow Square



U-shape



Split



Theater



Classroom

Number of Tables _____ Number of Chairs _____ Number of Persons _____

Have you completed the kitchen use form? Yes No
 (only required if you request use of a kitchen)

Person in charge at the event (if different from Contact person above):

Name: _____ Phone: _____

E-mail Address: _____

By signing below, I verify that I have read the 'First United Methodist Church Building Policy and expectation Information' and will be responsible for making sure these policies are respected during my event. I will also update this form with the FUMC office regarding any changes as soon as possible.

Signature of person responsible/applicant _____

Scheduling Team Approval: _____ On Calendar _____

SPECIAL NEEDS/QUESTIONS/ADDITIONAL INFORMATION:

Church Hours: Sunday 7:30 a.m. -5:00 p.m. Monday-Thursday 8:00 a.m. – 9:00 p.m. Friday 8:00 a.m. – 5:00 p.m. Saturday 9:00 a.m.-12:00 p.m.

The additional custodian will be at the church from _____ to _____

Custodian Assigned: _____

Phone: _____

Additional Custodial Hours: _____ at \$25/Hour \$ _____

A/V Technician Hours: _____ at \$25/Hour \$ _____

Other Expenses \$ _____

Total Church Expense: \$ _____

Church Affiliated Group: _____

Church Affiliated Group: _____

_____ **(Reviewed by) (Date)** _____

FUMC Policies and Expectations for Building Use

POLICY INFORMATION:

- 1) Reservations are not set until approved by the Scheduling Team and entered on the calendar.**
- 2) Request by non-church groups should be submitted no more than 6 months ahead of your scheduled event.**
- 3) Each approved event will be assigned an FUMC Staff Event Coordinator who will work with the event's Organizer(s) on details related to building use. The Organizer(s) are responsible for the activities and conduct of all participants and/or programs using the building/facilities.**

The Organizer(s) will be responsible for the following:

- a. Rooms must be returned to original condition.**
 - b. Windows must be closed and lights turned out.**
 - c. Rowdy behavior, gambling, use of illegal drugs, tobacco or alcohol are not allowed on the premises.**
 - d. Furniture, except folding tables and chairs, will not be moved unless the custodian is first consulted.**
 - e. "Athletic use" of the building and grounds is not permitted by non-members of the Church without specific authorization in writing.**
 - f. Kitchen MUST be cleaned and swept after use.**
 - g. Building hours must be observed unless special arrangements are made through the Scheduling Team.**
- 4) The group or organization using the building/ facility shall be responsible for any damages incurred during their use. The Business Manager may request evidence of insurance for damage and liability.**
 - 5) No tape of any kind may be affixed to woodwork or walls (Only sticky-tack permitted)**
 - 6) Some building use requires cost-recovery charges. You will be advised of any cost when your application is approved by the scheduling team.**

Cost-Recovery Fee Policy Non-Church Groups -make checks payable to First United Methodist Church and submit payment by the day of the event

**Church Affiliated Groups –
any fee will be deducted from event fundraising or charged to your program's budget.**

Contact the church office at 482-2436 with any questions on this policy or any fees associated with your event.