

# f application or STORM LAKE UNITED METHODIST CHURCH Building Use

PROCEDURE: So that we may plan adequately and prevent conflicts this form must be submitted to the United Methodist Church office for approval before any meeting can be scheduled on the church calendar. It is requested that approval of events be verified before notices are mailed to participants. Please Note: We reserve the right to reassign rooms or to cancel your program date/time at any time before or during your event due to the unforeseen event of a church activity or funeral. This conflict has seldom happened and we will try our best to accommodate your program according to your request. Requests for weddings require a different application and must be approved by a Pastor.

**Please fill out all lines.**

Organization/Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Church Members/UMC Groups  Non-Member

One-time Event  Series of Meetings  Standing Event

Activity: \_\_\_\_\_

Age Group: \_\_\_\_\_ Number Expected: \_\_\_\_\_ Number of Round Tables (8@ea.) \_\_\_\_\_ Number of Rectangle Tables (8@ea.) \_\_\_\_\_

Frequency: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Add'l Date:  Add'l Date:  Add'l Date:

Add'l Date:  Add'l Date:  Add'l Date:

Room Requested: \_\_\_\_\_

**Room Use Member:**  Family Life Center (Capacity=140) Full Day - \$125  
 Family Life Center (Capacity=140) Half Day - \$100  Family Life Center Deposit - \$150  
 Family Life Center (Capacity=140)Up to 4 Hrs. - \$75

**Room Use Non-Member:**  Classroom/Rm 104 (Capacity=15) Full Day - \$30  Fellowship Hall (Capacity=100) Full Day - \$70  
 Family Life Center (Capacity=140) Full Day - \$200  Sanctuary (Capacity=300) Full Day - \$340  
 Family Life Center Deposit - \$200

**Setup time request. Only if there is not a conflict with other church activities.**

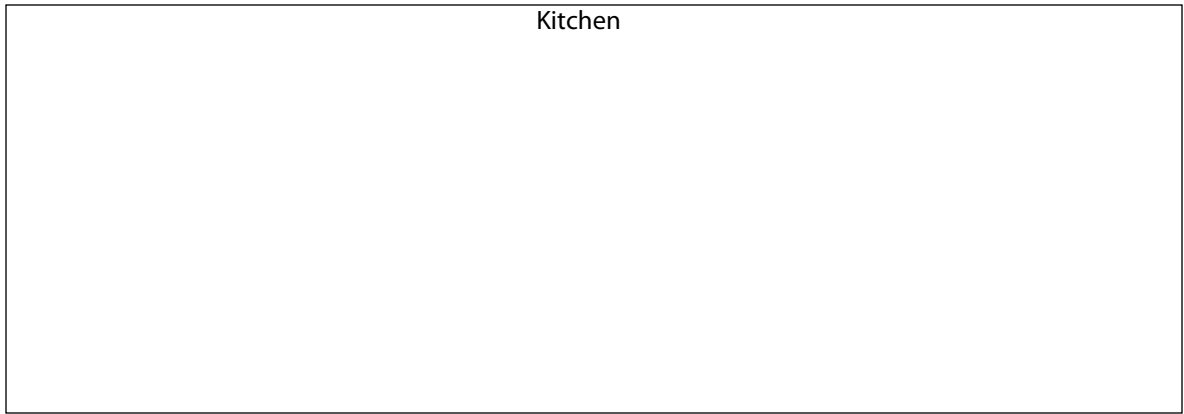
Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Audio/Video Equipment Use Fees Non-Member:**  \$25

TV  VCR  DVD player  CD player  
 Microphone  Lectern  Projector  
 Wi-Fi (only available close to office)  Piano

Catered event?:  Yes  No If Yes, Who: \_\_\_\_\_

Diagram of how you want room set up:



The undersigned hereby makes application for use of the church facilities described above and certifies that the information given in the application is correct. The undersigned further agrees that the applicant will observe all the listed rules and regulations, a copy of which is attached. The applicant agrees to exercise the utmost care in the use of the church premises and property and to leave them in a neat and tidy manner. The applicant agrees to indemnify and hold the United Methodist Church, its pastors, employees, and board members harmless against all liability resulting from the use of said facilities. The applicant further agrees to reimburse the United Methodist Church for any damage arising from the applicant's use of said facilities. The listed Rules and Regulations are a part of this agreement.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Authorized Representative

**TOTAL DUE:**

PAID \_\_\_\_\_  
Date:

# Building Use Policy

## Rules & Regulations

1. Approval will not be granted for any meeting which may in any way not conform to The Social Principles of The United Methodist Church.
2. Use of the sanctuary is to to be specifically requested and approved, and shall be used only in a reverent and orderly fashion.
3. Adequate adult supervision must be provided. The minimum is two adults with any group of children or youth, more may be required. Children must stay in room rented for activity.
4. Alcoholic beverages are not allowed on the premises, and there will be no smoking in the building.
5. Destructive conduct, betting, raffles, or other forms of gambling will not be permitted on church premises.
6. Applicants are required to remove - at their expense - materials, equipment, furnishings, or rubbish left after use of church facilities.
7. Facilities used shall be limited to those portions of the building specified on the application.
8. Requests will not be considered for more than one year of use. Approved requests for the use of church facilities will be revocable and will not be considered as a lease. Due to some unplanned church programs that might occur, we reserve the right to have our church programs take precedence over your use at any time.
9. The organization/person will pay for all breakage and damage to the building. Applicant must leave premises in a neat and tidy condition. If more specific additional cleaning is required a \$20 per hour clean-up fee will be assessed and kept from deposit money.
10. The applicant must exercise the utmost care in the use of the church premises.
11. The applicant agrees to indemnify and hold the United Methodist Church, its pastors, employees, and board members harmless against all liability resulting from the use of said facilities.
12. Checks for Building Use and Audio/Video Equipment Use should be made payable to Storm Lake United Methodist Church.
13. No RED punch is allowed on carpeted areas.