

**COMMERCE UNITED METHODIST CHURCH
BUILDING USAGE REQUEST**

SUBMIT AT LEAST 2 WEEKS BEFORE DATE REQUESTED

Name of Contact: _____ Telephone Number: _____

Contact E-Mail Address: _____

Address: _____

City, State, Zip: _____

Name of Organization or Group: _____

How did you hear about our facility usage opportunities: _____

Purpose of Function: _____

Dates(s) and Time of Use: _____

AREAS REQUESTED: (please note... for the safety and to prolong the life of our valued space and equipment, use of Sanctuary lighting, sound and music equipment is NOT allowed unless approved by leadership. All groups are required to use their approved space with respect. Areas not approved by this request should not be occupied during your usage. Children must remain within eyesight of adults at all times both inside and outside of the church building. Thank You)

SANCTURARY ACTIVITY HALL FELLOWSHIP HALL KITCHEN CHAPEL CHOIR ROOM
 SANCTUARY LIGHTING-SOUND & MUSIC EQUIPMENT OTHER: SPECIFY _____

CLASSROOM(S): Wesley _____ Asbury _____ SonDance _____ Creation Island _____

FEES (See Reverse Page): _____

Yes	No	Please mark X on the appropriate lines:
_____	_____	Do we notice your event in the weekly Bulletin or Monthly Steeple? (Please attach/email the notice to be published)
_____	_____	Will you be serving food?
_____	_____	Will you need to use the kitchen?
_____	_____	Do you need a key to unlock /lock the building?

Who is responsible for unlocking/locking the building? _____

Who is responsible for cleaning up after your event? _____

(reminder of good housekeeping ... putting away equipment that was used, picking up trash on the floor, use coffee cups with lids to prevent spills, placing chairs neatly, minding signs on door for either closing or opening when done, general tidiness, scan for items left behind just before leaving the building)

SIGNATURE _____	DATE _____
(I/our group accepts the liability arising out of using the church property - including property damage and personal injury)	

AREA BELOW FOR OFFICE USE ONLY

PASTOR	<i>TRUSTEES AWARENESS</i>
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> REQUEST CONTACT TO PERSON
<i>PASTOR CUMC SIGNATURE</i>	<i>Trustee Involvement NECESSARY – for Event Entry/LockUP/Building Security/Housekeeping/ ETC...</i>

APPLICANT NOTIFIED UPON APPROVAL: DATE: BY:	EVENT ADDED TO CALENDAR: By: DATE:
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Notes: _____

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Building Usage Fees and Conditions

Sanctuary (use other than Weddings – see Wedding Information Sheet for Wedding use Fee)... \$100 for up to 3 hours ✨

Chapel (use other than Weddings – see Wedding Information Sheet for Wedding Use Fee) \$75 for up to 3 hours ✨

Fellowship Hall \$75 for up to 3 hours ✨

Activity Hall \$75 for up to 3 hours ✨

Classroom \$30 for up to 3 hours ★

✨ Additional time \$25 each additional hour

★ Additional time \$10 each additional hour

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Fee(s) may be waived for Members of Commerce United Methodist Church and for certain “Non-profit” groups/activities upon approval by the Pastor and Trustees.

In the case of waived fees, consideration for a donation is ALWAYS Welcomed!

Rate applies during time Church is “open” (during office hours or when other church activities are already scheduled). Additional Fee may apply if scheduling requires an onsite building attendant.

Please be courteous and respectful regarding the safety, care and cleanliness you have for our Church Building & Grounds and those attending your event. Upon approval of usage, the requesting signature on the reverse side accepts responsibility for self/organization/or group, the liability which may arise out of using the church property including property damage and personal injury.

Reminder of good housekeeping ... putting away equipment that was used, picking up trash on the floor, use coffee cups with lids to prevent spills, placing chairs neatly, minding signs on door for either closing or opening when done, general tidiness, scan for items left behind just before leaving the building. Where situations deem necessary – a housekeeping &/or maintenance fee will apply.