

Myers Memorial UMC Facilities Use Application

Event Information & Contact Information							
Group/Organization Contact Person:							
Event:		Date of Event:		Time of Event:		Set Up Time:	
Estimated Attendance:		Event will be targeted to <i>(circle all that apply)</i> Children Youth Adults					
Contact Email:							
Contact Phone:				Alternate Contact:			
Organization/Church Member Connected to this Event:							
Key Needed: No Yes		Date/Time to Pick up Key:					
Event Information <i>Please Note: All events are subject to approval and may need to be altered or canceled due to Church</i>							
Space Needs: Sanctuary Christian Fellowship Center (CFC) Kitchen Downstairs Lounge Entire Facility <i>(Circle/List all that Apply)</i> Classroom(s):							
Service Needs: Kitchen Supervisor Catering Wedding Coordinator Custodial Set Up Custodial Clean Up							
Christian Fellowship Center Needs							
<i>Please Circle:</i> Stage Set Up Sound System Projection Screen Internet Connection							
<i>Please Circle:</i> Tables & Chair Set Up Remains as Is NO Tables & Chairs # Tables Needed () # Chairs Needed ()							
Sanctuary Needs							
<i>Please Circle:</i> Sound System Technician Custodial Clean Up							
Classroom Needs							
Classroom:		Set Up:		As Is	Chairs only	Tables only	
Classroom:		Set Up:		As Is	Chairs only	Tables only	
Classroom:		Set Up:		As Is	Chairs only	Tables only	
Classroom:		Set Up:		As Is	Chairs only	Tables only	
Agreement							
I, the Event Sponsor, have read and have a copy of the <i>Policy for Use of Facilities</i> and agree to abide by the Policy & Fees set forth by Myers Memorial United Methodist Church. I, the undersigned, will be held responsible for damage, loss or injury occurring for the entire duration of the event, including set up and clean up. I shall be responsible for ensuring that event participants conduct themselves in compliance with this <i>Policy</i> .							
Event Contact Signature:				Date:			
Church Representative Signature:				Date:			
Facilities Use Fees <i>Updated May 2017</i>							
Total	Key Deposit	Sanctuary	Christian Fellowship Center (CFC)	Classroom	Downstairs Lounge	Kitchen Supervisor	Custodial Services
	\$15 refundable after event upon return of key	Up to 150ppl \$75 More than 150ppl \$150	Members \$35 ~ Outside Groups & NonProfits \$85 Deposit Up to 150ppl \$100 More than 150ppl \$200	1 = \$35 Block of Rooms \$100	\$75	\$50 (min) \$12/hour after 4 hours. Catering fees determined by menu.	Up to 100ppl Set Up OR Clean Up \$75 Set Up AND Clean Up \$150 More than 100 ppl or special set up will be determined on a case by case basis.

Office Use: Date Application Received in Office: _____

___ Provide Group with *Policy for Use of Facilities* ___ Provide Photocopy of Application Upon Receipt ___ Deposit Received ___ Event Completed