



First United Methodist Church
42 East High Street
Union City, Pennsylvania 16438
814-438-2113

APPLICATION FOR USE OF BUILDINGS AND EQUIPMENT

REQUESTS FOR BUILDING USE MUST BE SUBMITTED 30 DAYS IN ADVANCE OF EVENT TO BE CONSIDERED.

THIS REQUEST IS FOR: ___ Church Use ___ Personal Use ___ Non-Profit Use

For Office Use Only
Paid: _____
Date: _____
Check # or Cash: _____

Today's Date ___/___/___ Requester _____
Phone _____ For (Organization/Club) _____
Alternate Phone _____ Fax _____
Complete Address _____ E-mail Address _____

Date(s) and Time(s) of event: (Please allow for set-up/ clean-up times.)

- 1. Date: ___/___/___ Day of the week: _____ Time: _____ am/pm to _____ am/pm Activity: _____ # of people: _____
2. Date: ___/___/___ Day of the week: _____ Time: _____ am/pm to _____ am/pm Activity: _____ # of people: _____
3. Date: ___/___/___ Day of the week: _____ Time: _____ am/pm to _____ am/pm Activity: _____ # of people: _____

Is this a Reoccurring Event? ___ YES ___ NO If yes, ___ WEEKLY ___ MONTHLY ___ OTHER _____

Reason for Request: ___ WEDDING ___ REHEARSAL DINNER ___ RECEPTION ___ FUNERAL ___ VISITATION
___ FUNERAL DINNER ___ BRIDAL SHOWER ___ BABY SHOWER ___ BIRTHDAY PARTY ___ ANNIVERSARY PARTY
___ MEETING ___ EVENT ___ FUNDRAISER ___ OTHER: _____

Facilities Desired: (Check): ___ MINISTRY CENTER ___ GATHERING AREA ___ KITCHEN ___ SANCTUARY
___ CHAPEL ___ KITCHENETTE ___ WESLEY ROOM ___ CLASSROOMS ___ YOUTH AREA ___ DOWNSTAIRS KITCHEN
___ NURSERY ___ PARKING LOT ___ CONFERENCE ROOM ___ OTHER: _____

Tables: (Check): ___ FOOD TABLE(S) # _____ ___ GIFT TABLE ___ BEVERAGE TABLE ___ HEAD TABLE (seats _____)
Round tables seat 9 (rectangular tables are available) Table set-up for your event will be based on the number of people attending.

Equipment Requested: (Check) ___ PROJECTOR* ___ SOUND SYSTEM* ___ KNEELING BENCH ___ CANDELABRA
___ CANDELABRA CANDLES* ___ PODIUM ___ WARMING TABLE* ___ COFFEE/TEA POTS ___ OTHER: _____
*Extra fee(s) will apply for use of these items.

AVAILABILITY GIVEN ON A FIRST COME BASIS: CHURCH MEMBERS/ACTIVITIES WILL HAVE PRIORITY USE OF CHURCH FACILITIES.

In making this request: We understand and agree that the following rules govern the use of the Church building and its property/equipment.

- 1. The applicant will be responsible for any damage to the Church property or damaged or missing equipment. (ABUSE OF ANY PROPERTY OR EQUIPMENT WILL RESULT IN TERMINATION OF FUTURE USE.)
2. Charges for use of Church facilities are listed on the Fee Schedule on page two of this form. Janitorial Fees are charged in addition to the schedule of fees as deemed necessary.
3. The kitchen facilities will be used according to Health Regulations outlined in the Building Use Policy. *The use of the kitchen requires the presence of a Church member familiar with the equipment.
*This person will be: _____ Phone Number: _____
4. * The use of the Sound System/Projector/Microphones require the presence of a Church Member familiar with the equipment.
*This person will be: _____ Phone Number: _____
5. The building use is only for the time(s) and room(s) requested. We will restrict our activities only to the room(s) requested.
6. No alcohol, smoking, gambling or raffles are permitted on Church property.
7. We will be responsible for seeing that the room(s) will be left in the condition in which we found them.
8. We understand the Church's Safe Sanctuaries policy and will abide by this policy (copy of policy available from the Church).
9. No food or beverage items are permitted in the Sanctuary, Chapel, or Wesley Room.
10. We understand all other rules and guidelines for use of the facilities requested as outlined in the Building Use Policy.

SIGNATURE OF REQUESTEE: _____ DATE: _____

Fees

Rental costs are determined from the fee schedule listed below.

Definitions of Members/Groups/Organizations

“Church Member” a member or constituent member of the Union City First United Methodist Church. We do not charge our members for private personal building use; **however, we must charge fees for Custodial Services AND snow & ice removal.**

“Non-Member” Non-member fees apply when neither party nor their parents are church members.

“Church Related Group” those groups and organizations formed or directly sponsored by or under the direction of First United Methodist Church. **There are no building use or custodial fees for Union City First United Methodist Church related groups.** Building tenants are treated as church related groups.

“Non-Profit Organization” those non-profit groups and organizations not directly sponsored by nor under the direction of the Union City First United Methodist Church. **Applies to any non-profit use except fundraising.**

“Outside Organization Fundraiser” Activities/events to raise funds with no direct benefit to the Union City First United Methodist Church.

FEE SCHEDULE

(Check all that apply)

Number of People	Church Member/ Church Related Group		Non-Profit Organization		Non-Member/ Outside Organization Fundraiser		
	Under 75	Over 75	Under 75	Over 75	Under 75	75-150	Over 150
Sanctuary/Wesley Room	No Fee	No Fee	\$25	\$50	\$200	\$200	\$200
➤ Custodial	\$25	\$30	\$25	\$30	\$ 25	\$ 30	\$ 35
Chapel	No Fee	N/A	No Fee	N/A	\$ 50	N/A	N/A
➤ Custodial	\$20	N/A	\$20	N/A	\$ 20	N/A	N/A
Ministry Center	No Fee	No Fee	\$25	\$50	\$ 75	\$100	\$125
➤ Custodial	\$25	\$30	\$25	\$30	\$ 25	\$ 30	\$ 35
Gathering Area Activity	No Fee	No Fee	No Fee	No Fee	\$ 25	\$ 25	\$ 25
➤ Custodial	No Fee	No Fee	\$10	\$10	\$ 10	\$ 10	\$ 10
Kitchen	No Fee	No Fee	\$25	\$50	\$ 25	\$ 50	\$ 50
➤ Custodial	\$15	\$20	\$15	\$20	\$ 15	\$ 20	\$ 25
Class/Meeting Room	No Fee	No Fee	No Fee	No Fee	\$ 15	\$ 20	\$ 25
➤ Custodial	No Fee	No Fee	No Fee	No Fee	\$ 10	\$ 10	\$ 10
Winter Use on Saturdays or evenings (Dec. thru Mar.)	\$50	\$50	\$50	\$50	\$100	\$150	\$150
Sound System	No Fee	No Fee	No Fee	No Fee	\$15/hr.	\$15/hr.	\$15/hr.
Projector	No Fee	No Fee	No Fee	No Fee	\$ 5	\$ 5	\$ 5
Warming Table	No Fee	No Fee	\$10	\$10	\$10	\$10	\$10
Candles for the Candelabra	\$15	\$15	\$15	\$15	\$15	\$15	\$15
TOTAL							

Building Use Fee payable to **“First United Methodist Church”** for \$ _____ (a)

Custodial Fee payable to “ _____ ” for \$ _____ (b)

Winter Use Deposit payable to **“First United Methodist Church”** for \$ _____ (c)

(a) All fees are payable prior to the event.

(b) Custodial fees are paid directly to the Janitor and are payable prior to the event.

(c) Winter Use Deposit is payable prior to the event. The deposit is returned if plowing or salting were not needed.

Permission is Granted Not Granted by _____ Date: _____

Route to: Secretary Pastor Custodian Sound Technician Kitchen Coordinator Trustee Chairperson