

## ***Application for Use of Facilities for the year of \_\_\_\_\_***

**Asbury United Methodist Church** welcomes your not-for-profit organization to utilize meeting space at our church. Meeting space is subject to availability upon completion of this form with all required signatures. Since the church has janitorial and energy costs to consider, **donations from your group to the church would be greatly appreciated.** This application must be received no less than one week prior to the event/meeting. Please attach a calendar request if you are requesting multiple dates.

Name of group: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Address of applicant: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone \_\_\_\_\_

Name of person responsible for disarming/arming the security system (if different from applicant):

\_\_\_\_\_ Phone contact \_\_\_\_\_

Room(s) requested: \_\_\_\_\_

Set up desired: \_\_\_\_\_ (may attach a sketch of room set-up)



Note: Use of kitchen and its equipment requires additional instruction. Please make arrangements for this instruction through the church office, Monday – Friday from 9:00 a.m.-1:00 p.m., no less than one week prior to your scheduled event.

Signed (applicant) \_\_\_\_\_ Date \_\_\_\_\_

Church office signature \_\_\_\_\_ Date \_\_\_\_\_

\*Copy of preliminary approval given now and final approval will be mailed/emailed to you when signatures obtained .

Trustee approval: \_\_\_\_\_ Date \_\_\_\_\_

Trustee approval: \_\_\_\_\_ Date \_\_\_\_\_

**Cut apart on the line below and keep these instructions for your reference when you use the facility.**

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**In exchange for permission to use the Asbury United Methodist Church building facilities, I (we) agree to the provisions outlined below and further accept full responsibility for:**

1. Using only the room(s) allocated, unless prior arrangements have been made with the office at least 48 hours prior to your scheduled event.
2. **Returning the room(s) to the original layout, setting all furniture in the position where it was originally found.**
3. Removing all your materials, decorations, utensils etc. after your meeting; or provide your own labeled lockable storage cabinet (contact must be with Trustees prior). Please put all trash in the trashcan provided.
4. Ensuring that you and your guests refrain from drinking alcoholic beverages or smoking on church property.
5. Turning out all lights before leaving the building.
6. Disarming the security system as you enter (if needed) and arming the system before leaving the building.
7. Paying \$100 for any security alarm resulting from your group's usage of our facilities.