

# CENTRAL UNITED METHODIST CHURCH

17 Nanticoke Avenue Endicott, NY 13760

Application for use of facilities at or property of

Central United Methodist Church.

Please submit request to the church office.

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

*Group or individual making application:*

Name: \_\_\_\_\_

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

Primary Contact: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ / \_\_\_\_\_  
(home) (work)

Cell Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Church member sponsoring event: \_\_\_\_\_

Facility will be used for (*type of event*) \_\_\_\_\_

Is this a profit-making project? \_\_\_\_\_

Number of people using the facilities. \_\_\_\_\_

Date of event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*month day year*

Time requested: from \_\_\_\_\_ to \_\_\_\_\_ (include set-up and clean-up time)

Event time: from \_\_\_\_\_ to \_\_\_\_\_ (if different from above)

*(continued on reverse side)*

The following fees have been approved by the Board of Trustees and the Church Council. These charges are made to help defray the cost of lights, heat and general maintenance.

<b><u>Area Requested</u></b>	<b><u>Donation</u></b>
Dining Room	25.00
Kitchen	50.00
Lounge ( <i>groups under 20</i> )	10.00
Sanctuary and Lounge for Receiving Line	50.00
Chapel and Lounge for Receiving Line	25.00
Room and or Rooms - Education Building ( <i>Monday through Friday only</i> )	10.00 ( <i>first hour</i> ) 5.00 ( <i>each add'l. hour and/or room</i> )
Custodial Fee	50.00

**Total all charges and post amount due here** \$ \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*A member of the Board of Trustees of Central United Methodist Church will contact you to confirm the agreement.*

**No Smoking, Alcoholic Beverages, Firearms or Other Weapons on the Premises**

**No helium-filled balloons, confetti, animals, raffles or gambling allowed in the church.**

**Property borrowers are responsible for repair/replacement of damaged equipment.**

**All property brought to CUMC by guest(s) for approved functions, events, or meetings at CUMC is the responsibility of the owner of such property. CUMC is not responsible for damage or loss, of any property, or any harm, direct or consequential, related to lost or damaged property, not belonging to CUMC. Any exceptions to this policy must be documented and approved by the CUMC Pastor or Trustees.**