

FAITH UNITED METHODIST CHURCH FACILITY USAGE REQUEST FORM

Event _____

Name of Organization _____

Contact Person(s) _____

Phone Number(s) _____

Are you a Member of Faith United Methodist Church? _____

Date and Time of Event _____

Date/Time of Set-up Time Before Event , if needed _____

Date/Time of Clean-up Time After Event, if needed _____

Room Reservation(s):

- Upper level (sanctuary and commons) _____
- Classroom (please specify room requesting) _____
- Fellowship hall _____
- Fellowship hall with kitchen** _____

** If reserving the kitchen, call Peg Cooper (kitchen coord.) at 651-636-6022

Equipment Reservation, if any _____

Set-up and Cleanup of Facility

Person(s) responsible _____

Phone Number(s) _____

Name of Caterer, if any _____

Name of Vendor for Rental Equipment, if any _____

Signature of Contact Person Indicating that the General Use Policy Has Been Read and Agreed to:

Please make checks payable to Faith United Methodist Church.

Checks and this form should be mailed to:

Faith UMC

2708 33rd Ave.

St. Anthony, MN. 55418.

Questions may be addressed to LaFonda Shreve in the church office at 612-781-3167.

(See Reverse side for usage fees and custodial deposit amounts)

Usage fees:

The following usage fees are for Faith UMC members and member organizations:

Description	Up to 50	50 - 100	Over 100
Sanctuary and Commons	\$25.00	\$50.00	\$100.00
Classroom	\$0.00	\$0.00	\$0.00
Fellowship Hall with or without the kitchen	\$25.00	\$50.00	\$100.00

The following usage fees are for non-FUMC members and outside organizations:

Description	Up to 50	50 - 100	Over 100
Sanctuary and Commons	\$100.00	\$150.00	\$200.00
Classroom	\$10.00	\$10.00	\$10.00
Fellowship Hall with the kitchen	\$75.00	\$125.00	\$175.00
Fellowship Hall without the kitchen	\$50.00	\$100.00	\$150.00

FUNERALS

There shall be no charge for the use of FUMC for funerals. However, there is a recommended donation of \$200.00 for non-members.

Custodial deposits for all non-church functions:

- \$200 for all weddings
- \$50 for all events using the Worship Center and/or Commons area.
- \$50 for all events using the fellowship hall and kitchen.
- \$25 for all events using only the fellowship hall.
- \$10 for the use of each classroom.
- \$0 for funerals.

The custodial deposit will be refunded if the facilities are left in the same condition as, or better than, they were found.

Office use only:

Room Rental Payment Check Enclosed Yes _____ No _____ **Amount** _____
Custodial Deposit Check Enclosed? Yes _____ No _____ **Amount** _____
Room left in acceptable condition? _____ **Date Custodial Deposit Returned** _____