

Clinton United Methodist Church
 Building Use Request Form
 For **CUMC Members only**

Contact Person: _____

Address: _____

Type of Event: _____ Phone: _____

Date of Event: _____ Start Time: _____ am/pm End Time: _____ am/pm
 Check calendar to see if open and add

Please check the areas of the Church requested for use for a one-time event:

_____ Sanctuary	\$125	\$ _____
_____ Gymnasium(up to 8hrs/day)	\$125/day 1, \$65/day 2, \$35/day after	\$ _____
_____ Gym-Hours over 8/day	\$10/hour X _____ additional hours	\$ _____
_____ Sound System Operator	\$50 Sanctuary; \$25 Gymnasium	\$ _____
_____ Kitchen	\$50	\$ _____
_____ Mezzanine/Mezz.Kitchen	\$100	\$ _____
_____ Pavilion/Church Restrooms	\$100	\$ _____
<u> X </u> Security Deposit- Damages	\$100	\$ _____ \$100.00
<u> X </u> Security Deposit-Cleaning	\$100	\$ _____ \$100.00
_____ Event Coordinator Fee (If needed) \$15/hr X _____ hours		\$ _____
Total Event Fee (Due on signing)		\$ _____ Ck # _____

By signing this form I agree (initial each item):

- _____ That I have read and been given a copy of the Church Building Use Policy.
- _____ To leave the Church in the same condition as I found it in when I arrived. If it is not, then CUMC has the right to keep my security deposits for any damages or cleaning as necessary.
- _____ To turn off all of the lights, lock and securely close all of the doors before I leave.
- _____ **To have all participants sign a Personal Injury Liability Waiver (available in the office) if I am renting the gym for a sporting event and provide a copy of each to CUMC.**

Signature: _____ Date: _____

*******For Office Use Only*******

- Pastor Signature: _____ Add-Calendar _____
- Trustee Notified: _____ (Who you notified, date, spoke to or left message)
- Event Coordinator Assigned: _____
- Key Issuance Form Signed: _____ (2-3 business days before event only)

*******For Finance Use Only*******

Security Deposit Returned: \$ _____ Ck# _____ Mailed Date _____ Picked Up

Event Coordinator Pd \$ _____ Ck# _____ Date _____ Sound Operator Pd \$ _____ Ck# _____ Date _____