

Clinton United Methodist Church  
Building Use Request Form  
For Non Members

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	\$250	\$ _____
_____ Gymnasium(up to 8 hours/day)	\$250/day 1, \$125 day 2, \$75/day after	\$ _____
_____ Gym-Hours over 8/day	\$10/hour X _____ additional hours)	\$ _____
_____ Sound System Operator	\$50 Sanctuary; \$25 Gymnasium	\$ _____
_____ Mezzanine/Mezzanine Kitchen	\$200	\$ _____
_____ Pavilion/Church Restrooms	\$200	\$ _____
<u>  X  </u> Security Deposit for Damages	\$100	\$ _____ \$100.00
<u>  X  </u> Security Deposit for Cleaning	\$100	\$ _____ \$100.00
<u>  X  </u> Event Coordinator Fee	\$15/hour X _____ hours	\$ _____

**Total Event Fee (Due on signing)** \$ \_\_\_\_\_ Pd Ck# \_\_\_\_\_

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

- \_\_\_\_\_ That I have read and received 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 I do not, then CUMC has the right to keep my security deposits for any damages or cleaning as necessary.
- \_\_\_\_\_ **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: \_\_\_\_\_  Approved -Add-Calendar (erase pending) \_\_\_\_\_
- Trustee Notified: \_\_\_\_\_ (Who you notified, date, spoke to or left message)
- Event Coordinator Assigned: \_\_\_\_\_

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

Security Deposit Returned: \$ \_\_\_\_\_ Ck# \_\_\_\_\_  Mailed Date \_\_\_\_\_  Pick Up

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