

FOURTH AVENUE UNITED METHODIST CHURCH
219 NW 4TH Avenue
Faribault, MN. 55021
507-334-4308

FACILITIES USE APPLICATION FORM
NON-MEMBERS

This form must be submitted 30 days prior to anticipated usage.

Non-refundable Damage Deposit is to be submitted with Facility Use Application Form. It will not be deposited until request is approved by Board of Trustees. All other fees are due one month (30 days) before use of our facility. Exceptions are at the discretion of the Trustees.

Date of Application _____

Name of Organization/Party _____

Date of Meeting _____

Type of Meeting _____

Time of Meeting: From _____ To _____ Number Attending _____

Facilities Requested: Sanctuary _____ Parlor _____

Dining Room _____ Fellowship Hall _____ Bride's Room _____

Equipment Needed: Chairs # _____ Tables # _____ PA Equip. _____

Projector _____ Piano _____ Organ _____ Other _____

Custodial Services: Yes _____ No _____

Weddings – Custodial Services Required

If No, members are responsible for clean-up.

See back of form

THE CHURCH ASSUMES NO LIABILITY FOR ACCIDENT OR INJURY.

The Fourth Avenue United Methodist Church desires to be of service to the community. However, because of necessary expenses involved in the upkeep of the building, a fee may be charged.

Contact Person: _____

Address: _____

Phone: Home Phone: _____ Cell Phone: _____

Read the back page. "I have read the policy and regulations and agree to all terms and conditions therein."

Signature: _____

Approved by: Trustee _____ Date _____

Trustee _____ Date _____

(See Reverse side of this page.)

SCHEDULE OF CHARGES FOR USE OF CHURCH FACILITIES FOR NON-MEMBERS

Policy Statement: The primary use of the facilities of the Fourth Avenue United Methodist Church is for the purpose of worship and church related activities: a secondary use will be allowed as a resource for activities which enrich the life of the community.

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| Sanctuary | \$375.00 Plus \$100.00 Refundable Damage Deposit Payable when form is submitted. Will not be deposited until request is approved by Board of Trustees Check payable to: Fourth Avenue UMC |
| Fellowship Hall and Kitchen | Not Used |
| Parlor | \$25.00*.00 Due one month prior to event. |
| Chapel | \$150.00 Plus \$100.00 Non-refundable Damage Deposit, payable when form is submitted. Will not be deposited until request is approved by Board of Trustees. |
| Bride's Room | Included |
| Other Room | Not Used |
| Open/Close | Include Custodian fee. |
| Custodian | \$100.00 minimum fee. Payable one month prior to event. |

*These monies are payable to the United Methodist Women. Please submit them to the church office. Other fees are credited to the general treasury.

There is to be **NO SMOKING OR CONSUMPTION OF ALCOHOL ANYWHERE IN THE BUILDING.** Those who contract for the use of the facilities are responsible for the enforcement of this rule.

NON-MEMBER WEDDINGS

Our Pastor must preside at the wedding and the couple will meet with him/her for marriage counseling and give his approval for the wedding to be held at Fourth Avenue United Methodist Church.

A Certificate of Liability Insurance may be required from certain organizations.

Church personnel responsible for opening and closing building: _____