

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

FACILITIES USE APPLICATION FORM
MEMBERS

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

If No, members are responsible for clean-up.

Weddings – Custodial Services Required

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 _____

*For Weddings Only: Parents of the bridal couple are required to pick up a key with a deposit of \$25 which will be refunded when the key is returned. This will allow them access to the church at the rehearsal and day of wedding.
(See other side.)

SCHEDULE OF CHARGES FOR USE OF CHURCH FACILITIES FOR 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.

Sanctuary	No Charge \$100.00 Refundable Damage Deposit Payable when form is submitted. Check payable to: Fourth Avenue UMC
Fellowship Hall and Kitchen	*10.00 Due one month prior to event.
Parlor	*10.00 Due one month prior to event.
Chapel	No Charge
Other Room	No Charge
Open/Close	No Charge
Custodian	\$30.00 minimum fee. Check made payable to custodian. Fee may be adjusted based on group size and building usage.

*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.

UNITED METHODIST WOMEN SUGGESTED PRICE LIST:

To be used as a guide for wedding receptions, showers, anniversaries, and other occasions when the UMW is asked to assist. The reservation count is the number charged for:

To be used as a guide for wedding receptions, showers, anniversaries, and other occasions when the UMW is asked to assist. The reservation count is the number charged for:

<u>Group Size</u>	<u>Members</u>
Up to 100	\$50.00
101 to 150	\$60.00
151 to 200	\$70.00

Except for preparing for receptions and making the coffee and simple punch, food is to be brought in completely prepared.

Church personnel responsible for opening and closing building: _____

Revised 4/26/2016