

Request for Use of Thorn Creek UMC Facilities

Name of person, organization, or group making the request:

Address: _____

Phone _____ Cell # (optional) _____

Purpose of the use of facilities _____

What is the date(s) and times that you need the facilities?

Specifically, what portions of our facilities do you wish to use?

Will you need the kitchen facilities? Yes _____ No _____

If using the pavilion, will you need use of the restroom? Yes _____ No _____

If approved, I/we are acknowledging I/we will be responsible to leave the facility the way it was when we arrived. We will reimburse any damage made. I acknowledge that the church trustees holds the right to approve all building use requests.

Signed: _____ Date: _____

Church use only:

Approved Date _____ Trustee Chair Signature _____

Request Denied _____ Reason _____

**POLICIES & FEES FOR USE OF THE FACILITIES
THORN CREEK UNITED METHODIST CHURCH
BUTLER, PA 16002**

Non-members and non-attending members request for use of the facilities of Thorn Creek UMC will be charged as follows: CUSTODIAL FEES...\$50.00; USE OF SANCTUARY....\$100.00; USE OF SOCIAL ROOM...\$100.00; USE OF KITCHEN [No use of kitchen utensils, dishes, silverware, etc. permitted - you must bring your own.]...\$50.00; USE OF PAVILION.....\$50.00

Non-members who regularly attend worship at Thorn Creek UMC will be charged as follows: CUSTODIAL FEES...\$25.00

Members of Thorn Creek UMC who regularly attend worship at Thorn Creek UMC will not be charged: Donation accepted for custodial fee.

It is requested that all fees, except honorarium for pastor, are paid by check made payable to: Thorn Creek United Methodist Church and are due prior to the event. There will be special allowances made on a case by case basis for groups that use the church on a consistently basis (such as monthly or weekly).

There is NO SMOKING or NO ALCOHOLIC DRINKING allowed on the premises. All food, beverages, and supplies must be furnished by the persons renting the facilities.

All groups or individuals using any of the facilities are required to leave them orderly with all unwanted decorations, paper plates, cups, etc. bagged in trash bags. The facilities should be left in such a state that the need of no more than a regular cleaning is necessary. Use of tables and chairs will require these items being placed back in the storage area.

PLEASE LEAVE THE AREA AS YOU FOUND IT!

