

FIRST UNITED METHODIST CHURCH  
FACILITY RESERVATION FORM

GROUP NAME \_\_\_\_\_

EVENT NAME (as it will appear in publicity) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

TELEPHONE NUMBER – GROUP \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

Telephone number of contact person \_\_\_\_\_

Date(s) and hours requested \_\_\_\_\_

\_\_\_\_\_  
(Charges will be assessed per day for each day requested)

Room(s) requested \_\_\_\_\_

Custodial fees required \_\_\_\_\_

Deposit made \_\_\_\_\_

I UNDERSTAND THAT THE TOTAL AMOUNT OF \$ \_\_\_\_\_ IS DUE

ON \_\_\_\_\_, which is one week from my rental date.

I also understand that I am responsible to be sure the facilities are left in the condition in which we found them. Trash is to be bagged and deposited in the dumpster behind the church. The floors are to be swept and spills cleaned up where necessary. I understand that if premises are not returned to their pre-rental condition, the deposit I have made will not be returned and additional charges may be assessed for any cleaning and/or repairs. I agree to pay such charges.

Any individual (or individual representing a family or group) using the facilities of FUMC will be required to sign and date this agreement indicating their understanding of the terms set forth in the policy statement for facility use and their agreement to abide by same. This agreement must be returned to the church secretary.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_\_

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Church Representative