

APPLICATION FOR BUILDING USE

This is a REVISION of a previously submitted form.

First United Methodist Church
1200 South Street
Castle Rock, CO 80104
(303) 688-3047


The Church reserves the right to change room assignments.


Event:	Event Dates:	Set-Up Time:	Event Start Time:	Event End Time:
Group Applying:	Contact Person:	Phone:	Today's Date:	

REQUEST FOR THE FOLLOWING AREA(S):

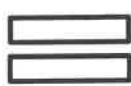
Fellowship Hall Stage	Library Foyer Narthex	Chancel Area Sanctuary Organ	Education Rooms Youth Lounge Community Room	Choir Room Main Kitchen Downstairs Kitchen
--------------------------	-----------------------------	------------------------------------	---	--

Set-Up: Draw diagram of your setup OR choose from these examples







Conference



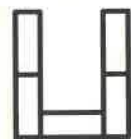
Banquet Long




Banquet Round




Hollow Square




U-Shape



Split



Theater



Classroom

Number of Tables _____ Number of Chairs _____ Number of Persons _____

Has the church secretary been contacted to coordinate kitchen use? YES NO

Policy Information: Reservations are **NOT** set until approved and entered on the calendar.

1. Request should be submitted **one month** ahead of scheduled event to allow for Church review.
2. At least one member of the Church shall be designated as the "person responsible" for the activities and conduct of each group or program using the building/facilities. That person will be responsible for the following:
 - a. Rooms must be returned to original condition.
 - b. Doors must be closed and locked, windows must be closed and lights turned out.
 - c. Rowdy behavior, gambling, use of illegal drugs, tobacco or alcohol are not allowed on the premises.
 - d. Furniture, except folding tables and chairs, may not be moved unless the church office is first consulted.
 - e. The Board of Trustees does not permit "athletic use" of the building and grounds by non-members of the Church without specific authorization in writing.
 - f. Kitchen will be cleaned and swept after use.
 - g. Building closing time must be observed.
3. The group or organization using the building/facility shall be responsible for any damages incurred during their use. The church secretary may request evidence of insurance for damage and liability.
4. No duct tape, nails, or pins may be affixed to woodwork or walls.
5. Some groups may have a suggested donation for building use.
6. Separate rate sheet available.

Signature of person responsible/applicant _____

Church Approval _____ **On Calendar** _____

SERVICE/EQUIPMENT REQUEST

GENERAL USE ITEMS:

- Coffee (# of cups)_____ Reg. Decaf. Stirrers 8 oz. Foam cups Sugar & Creamer
- Hot Water (# of cups) Buffet Table Head Table(s)
- Dry Erase Boards w/markers Podium Flag
- Microphone System Other:

PA SYSTEM EQUIPMENT:

- This equipment must be set up & taken down by trained church staff.
- Sound mixing system must be operated by a staff approved sound technician.
- Sound Technician fee: \$30 per hour may apply
- Projector and Laptop must be operated by a staff approved technician.

- Cordless Microphones # _____ Microphones and Stands # _____
- Outdoor Sound System Monitors

MUSICAL INSTRUMENTS:

- Use of any musical instruments owned by the church shall be under the supervision and with the approval of the Director of Programming.

Acoustic Pianos/Organs:

- Practice Room Sanctuary Choir Room Fellowship Hall Organ

Electronic Pianos/Keyboards:

- Yamaha YPP 76 Key

Miscellaneous:

- TV/VCR/DVD CD Player Cassette Player/Recorder

AUDIO VISUAL MATERIALS:

- Laptop and projection system (only available through staff approval and may only be operated by a staff approved technician.)
- Fellowship Hall Youth Lounge Sanctuary

GENERAL:

- Kneeler Pulpit Wooden Flower Stands
- Candelabra Standing Cross Baptismal Font