



Church Building Use Agreement (Revised 11/17/2022) The Trustees of Neshamony

United Methodist Church request that you supply the following information regarding your use of the facilities at NUMC. Please complete this form for your event in the church building and return it to the church secretary.

It will be forwarded for approval by the Board of Trustees at their next meeting on the second Monday of the month.

Confirmation that the requested space has been booked is NOT ASSURED until a copy of this form is returned to the Church Office, and the Trustees have officially approved the event. You will be notified if the room use has been approved or denied.

Fee Structure (Free-will donations are always welcome)

	Members only	Non-member
	Suggested Donation	Total Fee* (includes cleaning fee)
Sanctuary	\$75	\$250
Wesley Hall	\$75	\$350

Cleaning Fee: \$50 *Will be returned back to you as long as room is left in good condition*

Use of sanctuary must be approved by the Pastor prior to the form being submitted to trustees.

Sanctuary Use Approved: _____ Disapproved: _____

Pastor's Signature: _____

Date Form Issued: _____ Date Cleared with Office: _____

Name of Group: _____

Primary Contact Person: _____

Address: _____



Phone number: _____

Does your organization/group carry its own liability insurance? **Yes** ____ **No** ____

Name of Event/Program/Meeting: _____

Usage request date: _____

Start Time: _____ Events can only be a total of 4 hours. Any longer \$25/hr will be charged.
(Note all events must conclude by 10 pm)

Briefly describe the purpose and nature of the event or program:

Smoking is Prohibited throughout the Building, common areas and grounds.

Please initial _____

What are your Building Use Requirements?

Sanctuary: Yes: _____ No: _____

Fellowship Hall: Yes: _____ No: _____

Kitchen: Yes: _____ No: _____

Estimated Number of persons in attendance: _____

I have completed the form above to the best of my ability and I have read the regulations regarding room usage at Neshamony United Methodist Church. I understand that as a sponsor, I am responsible for the condition of the room after usage, and will be responsible for any damage which may occur. I further understand that all fees associated with this room usage form must be submitted to the Church secretary prior to the date of requested usage and once I have been notified that my request has been approved by the Board of Trustees.

Signature of Sponsor: _____

Phone Number: _____

Date: _____

Board of Trustees:

Approved: _____

Disapproved : _____

Date of Approval: _____

Date of Disapproved : _____