

Christ United Methodist Church

350 Saratoga Road

Amherst, NY 14226

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APPLICATION FOR USE OF CHURCH FACILITIES

Revised 07/2018

Name of Organization: _____

Date(s) of proposed use of building: _____

Times: From _____ to _____ Attendance Expected: _____

Authorized Contact Person's Name: _____

Address: _____ Phone: _____

Email: _____

Purpose(s) of organization: _____

Type of Program planned: _____

Room(s) requested: _____

Kitchen: Check all that will be used

_____ Coffee Pots

_____ Dishwasher

_____ China cups, creamers, silverware, etc.

_____ Full luncheon or dinner service

We agree that (1) We are a: non-profit organization for-profit organization

(2) We will arrange with the Church Office Manager for pick-up and return of necessary door keys.

(3) We will pay all agreed-upon donations promptly to the Church Financial Secretary—checks made payable to Christ United Methodist Church.

(4) We will leave the facilities in a clean and neat condition, turning off all lights and locking all doors.

(5) We will assume the cost of repair to facilities or equipment damaged through misuses.

(6) We will use **only** the rooms noted above.

(7) We have liability insurance in the amount of \$_____ which covers/insures anyone attending this meeting(s), per event, and we hereby submit a certificate of such insurance.

(8) We will renew this agreement by August 1 of each year if this is an annual agreement.

(9) No alcoholic beverages or smoking allowed on the premises at any time.

(10) No gambling is permitted in any form (Gambling includes bingo and all raffles.)

Authorized signature: _____ Date of application: _____

SUGGESTED DONATION PER USE: _____

Approved by: _____

TRUSTEE

Copies to: Financial Secretary _____
Church Office _____