



Christ United Methodist Church
350 Saratoga Road Amherst, NY 14226
cumc350@gmail.com | www.ChristChurchAmherst.org

APPLICATION FOR USE OF CHURCH FACILITIES

Revised 03/2020

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, including: taking out all trash to the dumpster, sweeping the floors, 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 \_\_\_\_\_