

600 Simmons St.  
Plainfield, IN  
46168

# Plainfield United Methodist Church

## Building Use Request

Ph: 317-839-2319  
Fax: 317-839-1509

*Plainfield United Methodist Church welcomes you!*

*It is the intent of PUMC to encourage the use of the church and its facilities in a manner that brings glory to God and supports the Social Principles of the United Methodist Church including use for the purpose of family and fellowship.*

Date of this application: \_\_\_\_\_

Requested

Day of Week	Date(s)	Setup Time	Start Time	End Time	Room(s)	Fees

**Total:** \$0.00

Name of Organization: _____		
Intended Use: _____		
Contact Person: _____	Number of Adults: _____	Children: _____
Phone No. Preferred: _____	Home: _____	email: _____

If kitchen is to be used, what church member/organization will oversee use? \_\_\_\_\_

Movable walls in Clayton Hall are to be moved by authorized church personnel only.  
 Who will move walls (before)  Trustees or \_\_\_\_\_ (after)  Trustees or \_\_\_\_\_

Additional Equipment Needed:    Microphone/ Podium                       Overhead                       Movie Screen                       TV / DVD

❖ Return fully completed application form to the Church Office. All applicable fees are payable at the time of application. Make check payable to: Plainfield United Methodist Church – Room Usage. If request is denied, a refund will be issued, or check returned.  
 ❖ The application may be emailed to: [BMiller@PUMC.org](mailto:BMiller@PUMC.org) Fees for applications emailed are due within 1 week of application (**and at least 1 week prior to event**). The application will not be approved until applicable fees are paid.  
 ❖ The PUMC Office Manager will check requested dates on calendar for availability and, if open, will tentatively enter requested dates on PUMC calendar and forward application to the Trustees.  
 ❖ If the application is approved, the requesting party will need to make arrangements in advance of use with the PUMC Office Manager, during regular office hours (M-F, 8:30am – 3:30pm), to ensure access to the Church.  
 ❖ Upon request, the Custodian will make a **reasonable** attempt to set-up the room. Please provide a setup diagram or description **at least one week prior to the event**.  
 ❖ In extreme cases, as with the loss of a member of our PUMC family, a previously approved request **MAY** be cancelled and deposit refunded.

Submitting this application indicates that I agree with the following:

- **I have read the PUMC Building Use Policies and understand how they apply to this request.**
- I am responsible for enforcing these guidelines while my group/organization is present at Plainfield United Methodist Church.
- I assume full responsibility and shall pay for any damages caused by my group/organization's use of Plainfield United Methodist Church and its facilities.

Signature or Submitted by: (email): \_\_\_\_\_

**FOR OFFICE USE ONLY**

APPROVED     NOT APPROVED    FEES PAID: \_\_\_\_\_

NOTED ON CHURCH CALENDAR: \_\_\_\_\_    DAMAGE/KEY DEPOSIT REQUIRED: \_\_\_\_\_

WHO WILL UNLOCK DOORS? (Name and phone) \_\_\_\_\_

WHEN WILL KEY BE PICKED UP? \_\_\_\_\_    KEY NUMBER THAT WAS ISSUED: \_\_\_\_\_

Name of Organization:			
Date:			
Setup Time:			
ROOM USE FEES		Capacities	
Clayton Hall.....	\$75	Koinonia Room .....	\$30
Clayton Hall (1/2).....	\$55	Conference Room .....	\$10
Clayton Hall (partial) .....	\$20	Class Room .....	\$10
Kitchen &/or equipment .....	\$45	Crib Room.....	\$20
Kitchen (incidental) <sup>1</sup> .....	\$10	(users responsible for linens)	
<i><sup>1</sup>Incidental use of kitchen is limited to use of refrigerator, water, ice, and coffee maker</i>		<i>Koinonia Room : 30 (max)</i> <i>Conference Room: 12 (approximately)</i> <i>Clayton Hall:</i> <i>835 Standing:</i> <i>417 Seated (Theater Style)</i> <i>278 Seated (at Tables)</i>	

Please show approximate placement and quantity of chairs and tables (round and banquet)

