

Plainfield United Methodist Church Building Use Request

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: _____

Name of Organization: _____		
Event: _____		
Contact Person: _____	Number of Adults: _____	Children: _____
Preferred Phone: _____	Home Phone: _____	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 Movie Screen TV / DVD Other

- ❖ Return fully completed application form to the Church Office in person, by mail, fax or by email, to: BMiller@PUMC.org.
- ❖ Room Use Fees are due at least 1 week prior to the event. The application will not be approved until applicable fees are paid. Make check payable to: PUMC – Room Usage. If request is denied or cancelled, a refund will be issued, or the check returned.
- ❖ 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 the 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 (for Emails): _____

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 (approx.)
All Clayton Hall (by special approval)\$75	Koinonia Room\$30	<u>Koinonia Room: 30</u>
Clayton Hall (south 1/2)\$55	Wesley Room\$10	<u>Wesley Room: 20</u>
Clayton Hall (each partial).....\$20	Classroom.....\$10	<u>Clayton Hall:</u>
Kitchen and/or equipment.....\$45	Crib Room.....\$20	120 Seated (in Worship Annex with its furniture)
Kitchen (incidental) ¹\$10	(users responsible for linens)	77 Seated (using round tables in south 1/2)
¹ Incidental use of kitchen is limited to use of refrigerator, water, ice, and coffee maker		

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

