

St. Andrew United Methodist Church

Box 434, 611 Swamp Creek Road, New Berlinville, PA 19545
610.367.7043

APPLICATION FOR CHURCH FACILITIES USE (INDOOR AND OUTDOOR) BY *CHURCH RELATED GROUP OR CHURCH MEMBER*

A church related group or church member has to submit one application for the use of St. Andrew United Methodist Church (Indoor and or Outdoor) facilities at least three (3) weeks before the scheduled event. St. Andrew United Methodist Church herein referenced as Church. Print all information except for required signatures. The application must be submitted to the Church's Secretary and approved by the Board of Trustees.

Applicant's Name _____

Applicant's Land Line Number () _____ Cell Number () _____

State specific reason(s) for request to use Church's facilities

| Date | Time to Open Church | Event's Beginning Time | Ending Time of Event |
|-------|---------------------|------------------------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

If more space is needed, on a separate sheet of paper provide the additional data using the above format.

Specifically indicate by an X the area(s) of the Church facilities being requested. Any area not listed below is not available for use.

Upper Level: _____ Welcome Center (Vestibule) _____ Sanctuary (Subject to Trustee Approval)

_____ Library _____ Crib Nursery* _____ Preschool Children*

*Each room requires that two responsible adults must be present when child/children are present

Lower Level: _____ Fellowship Hall _____ Classroom across the hall from the kitchen

_____ Classroom at bottom of stairs leading to Welcome Center

Outdoor: _____ Rear Parking Lot _____ Front Parking Lot _____ Pavilion _____ Grill

CHURCH RELATED GROUP OR CHURCH MEMBER

Applicant's name requesting use of Church _____ (completed by applicant)

Complete this section if Church equipment is needed.

_____ Number of needed chairs _____ Number of needed tables

Is Sound System** needed Yes No Is AV** equipment needed Yes No. If yes, specify what AV equipment is needed _____

Is Kitchen equipment** needed Yes No. If yes, specify what kitchen equipment is needed _____

**Service of Church operator is required or a qualified operator that was approved by Board of Trustee.

The applicant may wish to consider using a caterer if food is served.

If the applicant needs any of the above Church equipment, the applicant must call 610.367.8102 at least one (1) week before the scheduled event to meet with a Trustee. The applicant must furnish a diagram outlining in detail where the requesting equipment is to be placed.

Trustees will put in place and remove all church owned equipment.

If applicable, the applicant must cover all tables with a plastic like covering to protect the tabletops. Applicant must furnish all foods, supplies such as but not limited to: plastic table covers, place mats, plates, cups, flatware, cutlery, beverages, ice, etc.

Will the applicant be bringing any other group(s) onto the Church's facilities for this event? Yes No. If yes, name the group(s) and how will the group(s) contribute to the event.

Is this event a fundraiser? Fundraiser includes any activity that asks for money or goods. Yes No. If yes, explain in detail how the net proceeds from this fundraiser will be used.

Signature of Person in Charge

Daytime Phone Number

Church Use Only

Date Received from Applicant _____ Date Given to Board of Trustees _____

Date Approved by Board of Trustee _____

Date of Distribution: _____ Applicant _____ Church Secretary _____ Board of Trustees

CHURCH RELATED GROUP OR CHURCH MEMBER

Charges for Church related group or Church member to cover expenses:

There is a five (5) hour maximum use of requested Church facilities and equipment. If additional time is requested, the cost will be prorated on an hourly increment based on the original fee. For example, if the original cost for five (5) hours is \$50; and the request is for six (6) hours, the charge would be \$60.00.

Check for the full amount must be attached to this form before consideration is given to use Church's facilities. The check shall be payable to St. Andrew United Methodist Church.

All inclusive maximum number of people in the Fellowship Hall is 150.

Upper Level:

| | |
|------------------------------|-----------|
| Library | \$ 25.00 |
| Wedding (entire Upper Level) | \$125.00 |
| Funerals | No Charge |
| Sanctuary | \$250.00 |
| Classroom | \$ 75.00 |

Lower Level:

| | |
|-----------------------------|-----------------------------|
| Fellowship Hall and Kitchen | \$125.00 |
| Classroom | \$ 25.00 |
| Pavilion | \$ 50.00 |
| Parking | Review by Board of Trustees |

The above costs can be modified to cover expenses as determined by the Board of Trustees.

Applicant must vacate all Church facilities by 10:00 pm. Applicant shall leave sufficient time to clean up the facility and to meet the time deadline.