

**APPLICATION FOR USE OF FACILITIES**

Morrisville United Methodist Church  
501 W. Maple Avenue Morrisville, PA 19067

***Please print clearly, fill in all information and return to church secretary***

Date of application: \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_

Name of Person or Organization Making Request \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name of Responsible Person \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Number ( ) \_\_\_\_\_

**(Please note that the responsible person must provide a contact number for the date of the event)**

E-mail Address \_\_\_\_\_

Church member sponsor name  
if any \_\_\_\_\_

Type of Event \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

Number of Attendees \_\_\_\_\_

Requested Date \_\_\_\_/\_\_\_\_/20\_\_\_\_ Alternate Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

Arrival/Set-up Time \_\_\_\_\_ AM PM

Departure/Lights Off Time \_\_\_\_\_ AM PM

**Agreement**

I have read the church facilities usage rules and procedures on the reverse side of this form. I certify that I am the person responsible for this group or organization. On behalf of this group or organization I hereby agree to the church facility usage rules and procedures.

**Signature of responsible person** X \_\_\_\_\_

Print Name \_\_\_\_\_

Date Signed \_\_\_\_/\_\_\_\_/20\_\_\_\_

**For church use only**

Date Received: \_\_\_\_/\_\_\_\_/20\_\_\_\_ By \_\_\_\_\_ Reviewed By: \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ Reason Denied \_\_\_\_\_

Date Notified: \_\_\_\_/\_\_\_\_/20\_\_\_\_ By \_\_\_\_\_ (Entered in church calendar)

## **Morrisville United Methodist Church**

### **Church Facilities Usage Rules and Procedures**

All persons/organizations who use our church facilities are required to abide by these rules and regulations:

1. Request for use of facilities must be made on a properly completed 'Facility Usage Request' form and submitted to the church office no less than 30 days prior to the event.
2. All requests are processed on a first come, first serve basis. Church members and groups have first priority for all requests. Each request must include the name and contact information of an individual who will be directly responsible for the event. This person shall be responsible for the adherence to these rules by all attendees and the behavior of all attendees.
3. From time to time emergent church events may take precedence over a facility usage event. This may cause an event to be canceled or rescheduled. The responsible individual will be contacted as promptly as possible if this occurs. Any fees paid will be refunded. This refund is the extent of liability that the church has for the cancellation or rescheduling of an event.
4. The church reserves the right to request insurance certificates from any group which uses the facilities.
5. Rental and cleaning charges will be assessed in accordance with the schedule then in effect. All charges must be paid in full before the event.
6. The following procedures must be adhered to:
  - a. The room shall be left in the same condition as it was in prior to the event.
  - b. Tables and chairs must be returned to their original locations.
  - c. All trash must be removed and disposed of in dumpster.
  - d. No church equipment or supplies, including kitchen, may be used without expressed permission (exception for sink and refrigerator/freezer only).
  - e. With the exception of rest rooms no other rooms or spaces, other than those set forth in the request form may be used. Events are not permitted to spill out into other areas or rooms.
7. No alcoholic beverages, smoking or any illegal or illicit activities are permitted on church property. Loud and unruly conduct, as determined solely at the discretion of the church, is strictly prohibited.
8. Parking is permitted only in designated lined spaces.
9. The church shall not be held responsible for the loss, theft, damage or destruction of the property of any of the attendees.
10. All events must end and persons must leave premises by 11:00pm unless prior arrangement is made.

These rules and regulations are in place to enable enjoyment of the church facilities by all members of our community. Persons/organizations who do not abide by these rules and regulations may be denied future use of any church facilities. The above rules and regulations may be changed by the Trustees at any time.

By order of the Trustees, Morrisville United Methodist Church Dated: July 2015