



APPLICATION FOR USE OF FACILITIES
 Morrisville United Methodist Church
 501 West Maple Avenue, Morrisville, PA 19067

Please print clearly, fill in all information, sign, and return to the church office administrator.

Date of application _____ / _____ / _____

Name of responsible person or organization making request _____

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

Street Address _____

City _____ State _____ Zip Code _____

Phone number _____

Email Address _____

How did you find out about renting our space? _____

Type of Event _____

Room(s) Requested _____

Number of guests/attendees _____

Requested Date(s) _____ (Day(s) of the week) _____

Alternate Date (s) _____ (Day(s) of the week) _____

Arrival/Set-up Time _____ AM PM Departure/Lights Off Time _____ AM PM (No later than 10PM)

Fees: \$150 Deposit (refundable upon proper cleanup) Deposit is due when the application is approved.
 \$200 room rental fee (check or cash)
 \$75 custodian fee (cash)

If you use an outside caterer for your event, a current Certificate of Insurance (COI) is required before your event starts.

AGREEMENT

I have read the Church Facilities Usage Rules and Procedures and 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 _____

Printed Name _____

Date _____

FOR CHURCH USE ONLY

Date Received _____ Reviewed by _____ (Trustee)

Approved _____ Denied _____ Reason Denied _____

Date Notified _____ By _____ (Entered in church calendar)

Deposit Y N Amount _____ Date Paid _____ Refunded _____

Fee Y N Amount _____ Date Paid _____

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. The deposit will be required to secure the facility. Morrisville United Methodist Church reserves the right to keep the deposit in the event there is breakage, damage, or failure to restore the room to original condition. The facility is considered reserved when the deposit is made.
3. **FINAL PAYMENT is due at least five days before the event.**
4. All requests are processed on a first come, first served 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 adherence to these rules by all attendees and the behavior of all attendees.
5. 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 soon as possible if this occurs. Any fees will be refunded. This refund is the extent of liability that the church has for the cancellation or rescheduling of an event.
6. The church reserves the right to request a current Certificate of Insurance (COI) from any group which uses the facilities. A current COI is required if an outside caterer is used to provide food for the event.
7. Rental and cleaning charges will be assessed in accordance with the fees schedule then in effect. All fees must be paid in full before the event.
8. The following procedures must be adhered to:
 - a. The room shall be left in the same condition as it was prior to the event.
 - b. Tables and chairs must be returned to their original location.
 - c. All trash must be removed and disposed of in the dumpster.
 - d. No church equipment or supplies, including the kitchen, may be used without permission (except for the sinks and refrigerator only).
 - e. Except for 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.
9. No *open flame candles*, alcoholic beverages, smoking, vaping, 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.
10. Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed.
11. Parking is permitted only in designated lined spaces.
12. The church shall not be held responsible for the loss, theft, damage, or destruction of the property of any of the attendees.
13. All events must end and persons must leave the premises promptly by 10:00pm unless prior arrangement is made.

These rules and regulations are in place to enable enjoyment of the church facilities by 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.