

Central United Methodist Church

616 Jackson Street SE
Decatur, Alabama 35601
353-6941

Facilities Reservation Form
(Non-Wedding form)

Requesting the use of:

Fellowship Hall Lower Fellowship Hall Kitchen Chapel
 Serving Areas Sanctuary Classroom(s): Room # or class name _____
 Miscellaneous: _____

(Use back if more details are necessary)

Date of Event _____

Date form filed in church office _____ *(Date cannot be put on church calendar until form is completed & filed in the church office)* **No Conflict** _____

Name of Organization _____

Purpose of Organization (goals, objectives and affiliation) _____

(30 days notice required of non-church related groups)

Profit Status of your organization: _____

Purpose of meeting _____

Are non food-related charges required to attend your event? _____

Approximate number involved _____

Time meeting is to begin _____ **Time meeting is to end** _____

Time you will need area available for your use (to decorate, etc.) _____

Person in charge _____ **Telephone** _____

Email address _____ **CUMC Church member?** _____

Responsibilities of person in charge prior to meeting date:

- Read rules & regulations concerning the area(s) being used
- Call church office to make arrangements for door code or key.
- Pay applicable fee.
- After the meeting, turn off all lights and lock all doors.
- Contact Sara Alice Godwin, Hospitality Team Chairperson, at 353-3915 if kitchen area is to be used.

Use the back of this form for special requests. (Please note if you will need a microphone, access to extra tables and chairs, etc.)

You will be responsible for your room setup and for returning the room to the normal setup after your event.

Key checked out by: _____ **Date** _____

Key returned by: _____ **Date** _____

Number: _____ Yes _____ No

Non-Wedding form Notes:

1. Before form is submitted, availability must be confirmed with the Church Secretary.
2. Kitchen use, excluding appliances, must be scheduled with a member of kitchen committee (Hospitality Team)
3. Kitchen appliances may not be used unless proper instruction has been made by a member of the kitchen committee (Hospitality Team) and there is no conflict with use for Central events.
4. Church appliances, such as refrigerators, freezers, etc. are not available for outside use.

5. A room use fee schedule is noted below: ***

	<u>Organizations & nonmembers</u>	<u>Members (personal use)</u>
a. Fellowship Hall (new building).....	\$385	\$65
b. Fellowship Hall (old building).....	\$300	\$50
c. Game room, classroom, children's area.....	\$60	\$15
d. Gym.....	\$125	\$50

6. A wedding-related function such as a bridal tea or shower not during wedding weekend shall be subject to non-wedding form.
7. For-profit organizations will not be allowed to use the facility.

*****The above fees do not apply to standing Central United Methodist ministries, e.g. United Methodist Women, Sunday School classes, choir, youth, Boy Scouts, etc.**