**UNITED METHODIST CHURCH OF CADILLAC**

**1020 East Division Street, P.O. Box 37**

**Cadillac, MI 49601-0037**

**Phone (231) 775-5362 ● Email: umccadillac@gmail.com**

**REQUEST FOR THE USE OF CHURCH FACILITIES AND SERVICES**

**Date of Request**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reservation Information**

Group Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Facilities Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of people using Facilities: Children: \_\_\_\_\_ Adults: \_\_\_\_\_\_\_

Area(s) of Church Requested (Please circle all rooms you are requesting):

Kitchen Wesley Room Corbin Room Fellowship Hall Library Nursery Sanctuary

$50 $50 $50 $200 $50 $200

$50 Classrooms (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

*No charge for classrooms if also using another part of the building.*

Items Needed (*Please circle items you will need and indicate quantity needed on tables/chairs/microphones/coffee pots*.)

\_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Microphones TV/DVD $50 *per sound/video services requested*

Please circle ones desired: Sound System in Sanctury Sound System in FH Portable Sound System

Projection System (slides/video) Facebook Streaming Video Recording

Kitchen Equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(please list items needed)*

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Set-up Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fees**

Total for Use of Facility $ \_\_\_\_\_\_\_\_\_\_

Total for Custodian $ \_\_\_\_\_\_\_\_\_\_

Total for Technical Services $ \_\_\_\_\_\_\_\_\_\_

 (see previous page for fees)

Total for Snow Removal $ \_\_\_\_\_\_\_\_\_\_

(if requested)

Less Deposit $ \_\_\_\_\_\_\_\_\_\_

 Balance Due $ \_\_\_\_\_\_\_\_\_\_

The total fee payable to the United Methodist Church of Cadillac for the use of the Facilities shall be the sum of $\_\_\_\_\_\_\_\_\_\_. All fees are due at the time of the event.

**General Information**

Building use requests should be in accordance with the Building Use Policy. The Pastor and/or Office Manager will decide on the appropriateness of the request and whether the request is within the parameters of Church policies.

The Church expects the Facilities will be left as found prior to use. We will try to accommodate your group as best we can but ask that you respect the time and workload of the Pastor/Office Manager by not making unusual or last-minute demands on their time. Also, we ask you to be aware of and considerate toward other groups or events using the building at the same time. **Please review the Building Use Policy for other necessary information.**

In consideration of the use of the Facilities, the undersigned agrees to be personally responsible for the use of the Facilities by all members and participants of the above-named group. Use of the Facilities will be limited to those Facilities/Equipment above selected. Upon completion of the use of the Facilities, the Facilities/Equipment will be cleaned and left in a condition similar to the condition in which the Facilities/Equipment was received by the group.

It is further agreed by the undersigned that he/she assumes sole and entire responsibility for any damages incurred to the Facilities/Equipment and for any injuries that may be sustained by any member of the group or participant therewith and agrees to indemnify the Church and hold the Church harmless in regard to any and all such liability.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fee Collected $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_Check #\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_

*Revised March 2024*