

**BUILDING USE APPLICATION FORM  
PORTLAND UNITED METHODIST CHURCH**

Group/Name: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be submitted to the Church Office at least 14 days prior to the requested use date.

Mail to:

Portland United Methodist Church  
310 E Bridge St.  
Portland, MI 48875

I request permission for the use of the following area(s):

1. \_\_\_\_\_ **Adult Learning Center**
2. \_\_\_\_\_ **Kitchen** (*Please see Use Policy for Kitchen & Dishwasher Room on pg 2*)
3. \_\_\_\_\_ **Youth Area**
4. \_\_\_\_\_ **Sanctuary**
5. \_\_\_\_\_ **Welcome Center/Narthex Area**
6. \_\_\_\_\_ **Other** \_\_\_\_\_

On the following date(s) \_\_\_\_\_ from the hours of: \_\_\_\_\_  
for the purpose of: \_\_\_\_\_

Number expected to attend: \_\_\_\_\_

Person responsible for clean-up and contact phone number (*must be a PUMC member*):  
\_\_\_\_\_

Please check appropriate answer/answers that apply:

- A. Is there an admission or participation charge for this event? (Yes \_\_\_\_\_ No \_\_\_\_\_)  
B. Does your group charge for its services at any time? (Yes \_\_\_\_\_ No \_\_\_\_\_)  
C. Will there be minor children present? (Yes \_\_\_\_\_ No \_\_\_\_\_)  
D. Do you have someone in your group that is a member of PUMC? (Yes \_\_\_\_\_ No \_\_\_\_\_)  
If so, what is that person's name? \_\_\_\_\_

**I HAVE READ AND UNDERSTAND THE BUILDING USE POLICY ON THE REVERSE SIDE OF THIS FORM AND ACCEPT RESPONSIBILITY FOR MEETING THE POLICY REQUIREMENTS, INCLUDING ALL OBLIGATIONS FOR USE AND CARE OF THE CHURCH BUILDING AND THOSE ATTENDING.**

\_\_\_\_\_  
Signature of person responsible for this event:

\_\_\_\_\_  
Email address:

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

\_\_\_\_\_  
Contact Phone #'s:

**PORTLAND UNITED METHODIST CHURCH WILL NOT BE HELD RESPONSIBLE FOR ANY ARTICLES LOST, STOLEN OR ANY PERSONAL INJURY. THE CHURCH IS A NON-SMOKING AND NON-ALCOHOL BUILDING. THERE WILL BE NO ALCOHOL ON CHURCH PROPERTY AND SMOKING ONLY IN DESIGNATED AREAS OUTSIDE THE BUILDING.**

This request has been: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved with notations \_\_\_\_\_

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## **BUILDING USE POLICY AND AGREEMENT FOR THE USE OF THE PORTLAND UNITED METHODIST CHURCH**

1. **Signature:** This application will be signed by the person responsible for the event and this person will accept responsibility for compliance of this policy.
2. **Deposit:** A \$50.00 cleaning deposit must be paid to secure your requested date and will be returned should all post-event responsibilities be accomplished. If the building is found not to be in a clean condition after the activity, we reserve the right to charge the user custodial service costs at the rate of \$25/hour with a two (2) hour minimum.
3. **Post-Event Responsibilities:**
  - a. **Floors:** Carpet must be vacuumed, floors swept/mopped.
  - b. **Cleanliness:** Garbage containers emptied and put in outside refuse containers near kitchen doors.
  - c. **Food Items:** All food/beverage to be removed following event. Nothing to be left in PUMC refrigerators, freezers, etc.
  - d. **Furnishings:** The user is responsible for setting up and taking down of all furnishings unless otherwise specified. Please return room to pre-event set-up.
  - e. **Dishes, Pots & Pans, Silverware. etc.:** If any of these items are used they must be washed and sanitized by running thru the dishwasher. An operator of the dishwasher will have to be requested in advance and this may require a fee of \$25/hr for this provision.
  - f. **Restrooms:** Make sure all restrooms are left in good condition.
  - g. **Doors/Lighting:** Make sure all doors are locked and lights turned off when last person leaves.
4. **Decorations:** Any decorations must be limited to table decorations and may not be attached to walls, poles, ceiling tiles, doors, windows, etc.
5. **Audio-Visual Equipment:** Equipment is available upon request and **MUST ONLY** be used by a church trained audio/visual person. Request must be made for this equipment at the time of the application. The user is responsible to make payment for the audio-visual technician.
6. **Children:** All minor children are required to be under the supervision of adults at all times.
7. **Other Rooms in Building:** Only the approved room(s) may be used.
8. **Fee Structure**
  - a. **PUMC Members:** There is no fee for room use on non-profit events. Fees will apply for the following:
    - i. profit events – 10% of profit
    - ii. custodial services \$25.00/hour, two hour minimum if rooms not returned to pre-event condition
    - iii. dishwasher services may require \$25.00/hour
    - iv. If more than 50 people expected in attendance, a \$25/hour custodial fee will be required.
    - v. Donations for building use are always welcome.
  - b. **Non-Member:** There will be a fee charged per description of event and number expected to attend. Amount to be determined at time of authorization of event use. If custodial services are requested, the fee for such will be \$25/hour with a two-hour minimum. A check for \$50 covering such fee is required to accompany the application for building use. Any additional time required will be billed at a rate of \$25/hour.
9. **Church Events:** Church ministry (Funerals, Weddings and Worship Services) takes priority over all requests for use of the building.
10. **Damages:** The user agrees to leave the building in the same condition as found or pay for any damage and for additional custodial services.

*(Revised: October 2018)*