

# SUMMERFIELD PEACE UNITED METHODIST CHURCH, INC.

P.O. Box 639, Summerfield, NC 27358

(336) 643-5126

E-mail: office@summerfieldpeaceumc.com

## \*\* Request to Rent Church Facilities \*\*

Name of Person Making Request: \_\_\_\_\_

Address of Person Making Request: \_\_\_\_\_

Best Phone Number to Reach You at: \_\_\_\_\_

Check Church Facility Room(s) requested:

- Sanctuary                       Fellowship Hall                       Kitchen
- Multi-Purpose Room                       Picnic Shelter (must replace gas if used)
- Other Room: \_\_\_\_\_

Purpose of use of Facilities: \_\_\_\_\_

Is this a Non-Profit Organization?     Yes                       No

Date Needed: \_\_\_\_\_                      Time Needed: \_\_\_\_\_

We welcome you and/or your organization's use of our facilities here at Summerfield Peace United Methodist Church. We require a 24 hour notice of schedule changes or cancellation of meetings/events. Please read through the church policies on the back of this form and sign your name stating that you understand and will abide by these rules, before returning this form. Approval of this request is ONLY for the church facility room(s) checked above.

While reservations can be tentatively scheduled on the church calendar, they are not confirmed until this signed Request Form and the fees have been received in the church office.

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

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

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Approved by: \_\_\_\_\_

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

Rental Fees Due: \_\_\_\_\_                      How paid: Check # \_\_\_\_\_                      Cash \_\_\_\_\_

# SUMMERFIELD PEACE UNITED METHODIST CHURCH, INC.

## Church Use Policies

1. Fee Schedule:

Facility Room	Fee
Sanctuary	\$250.00
Fellowship Hall & Kitchen	\$150.00
Multi-Purpose Room	\$50.00
Picnic Shelter	\$35.00

- Due to staffing limitations, we are unable to provide assistance for your group in setting up meeting facilities. If you need tables, chairs, etc. set up, please make plans to have someone in your group early enough to do that.
- Rooms that are assigned should be cleaned up before you leave, replacing all items in their proper places. Also, check bathrooms, if used, to ensure that they are clean and lights are off.
- If your meeting is outside normal church office hours (Monday – Friday, 8am-4pm), check outside doors to be sure they are secure before leaving premises. Failure to do so will result in one or all of the following if doors are found unsecured:
  - Future requested dates for the church will be denied
  - Additional charges incurred by the church from security firm will be charged back to you/your organization.
- Please properly supervise each child in your group to ensure their safety and alleviate problems with abuse of the facilities or disturbing other groups. Unless childcare is provided in the church nurseries by prior arrangement, children are not permitted in those areas and must remain with your group.
- Please check with the SPUMC staff before using any church equipment. TV's and audio equipment are available on a limited basis, by written request, 48 hours in advance.
- Due to the number of organizations using our facilities, we ask each group to be courteous to groups meeting in adjoining rooms and in close proximity to each other.
- Should church programming require the use of your assigned room, we will notify as soon as possible to allow you to reschedule your time or to find another meeting place (Rental fees will be refunded to you if this happens). This is particularly true if you are booking your meeting several months ahead on the church calendar. **REMEMBER THAT CHURCH FUNCTIONS HAVE PRIORITY....**especially in the event of a funeral, which is normally unexpected and takes precedence over all other events held at the church, even in-church activities.
- Summerfield Peace United Methodist Church assumes no liability for property loss, personal injury or theft while you/your group are using our premises.

We appreciate your cooperation in following our policies and look forward to working together. The church reserves the right to cancel your privileges of using these facilities if church policies are abused.

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

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

Approved by Trustees: \_\_\_\_\_

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