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| First United Methodist Church | | |
| Pembroke, VA | | |
| Revision # 1 | FACILITIES USE POLICY | Revision Date: 11/06/08 |

APPLICATION FOR USE OF THE FACILITIES

DATE _____

NAME OF ORGANIZATION _____

NAME OF APPLICANT _____

ADDRESS _____

RELATION TO FUMC _____ PHONE _____

DATE OF PROPOSED MEETING _____

BEGINNING TIME _____ ENDING TIME _____

PURPOSE OF MEETING _____

NUMBER EXPECTED _____ ADULT IN CHARGE _____

FACILITIES DESIRED AND PLANS FOR USING EACH

SANCTUARY _____

FELLOWSHIP HALL _____

BASEMENT _____

KITCHEN _____

USE: STOVE _____ DISHES _____ UTENSILS _____

NURSERY _____

OTHER _____

WILL A MEAL OR REFRESHMENTS BE SERVED? _____

WHO WILL BE IN CHARGE OF CATERING _____

PHONE _____

| | | |
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WHO WILL BE IN CHARGE OF CLEAN UP _____

PHONE _____

WILL YOU NEED SERVICES OF THE CUSTODIAN? _____

AGREEMENT OF APPLICANT

I agree to be responsible for use of the church as outlined above and the "Facilities Policy" and payment of all fees and charges. The area will be left clean as found and key returned within 24 hours after use.

Signature of Applicant

Approved _____

Charge for use of facilities. _____

Deposit Paid _____

Key issued _____

Key returned _____