

SUBMIT IN DUPLICATE - ONE COPY WITH APPROVAL WILL BE RETURNED

GOLDEN HILL UNITED METHODIST CHURCH
210 Elm Street
Bridgeport, Connecticut 06604

APPLICATION FOR USE OF CHURCH FACILITIES FOR NON-CHURCH MEMBERS (Outside groups)

INDIVIDUAL NAME _____

CONTACT PERSON _____

ADDRESS _____

E-MAIL: _____

TELEPHONE NO. _____ (Contact Person) _____

Check below which facility use is required:

- _____ Sanctuary: Wedding, Concert (\$500)* _____ Pullman Chapel (\$200)
- _____ Locke Hall (\$700) with kitchen (\$900) _____ Meeting Room (\$50)
- _____ Parlor (\$250) with kitchen (\$300) _____ Gymnasium (\$50)

*It is expected that the services of our regular church organist be used for an additional fee.
Maximum seating in Locke Hall is 250 persons. Maximum seating in the Parlor is 72 persons.

TOTAL DONATION \$ _____ (From the back of this page)

DATE OR DATES REQUESTED _____

PERIOD OF TIME REQUESTED - FROM _____ TO _____

DESCRIBE THE EVENT AND ITS PURPOSE: _____

SPECIAL REQUIREMENTS: _____

I/WE UNDERSTAND THAT All ALCOHOLIC BEVERAGES AND SMOKING ARE PROHIBITED THROUGHOUT THE BUILDING AND THE GROUNDS. Please initial here: _____

I (we) agree to pay the donation charge per event in accordance with the fee calculations on the back of this form. To reserve the date, a deposit of \$200.00 is required for the Sanctuary or Locke Hall and \$100.00 for the Parlor or the Chapel. The total amount shown on the calculation sheet is due and payable by _____ which is ten days prior to the event. If the sexton spends more than the estimated time, the additional cost will be deducted from the deposit at a \$25.00 per hour rate; and the residual deposit will be returned after the event as long as there has been no damage or loss to property or equipment. In that case deposit money will be used to cover that cost and a bill will be sent to you if the deposit will not cover all extra costs. A receipt will be provided for all payments and any deposit funds will be accounted for and a check will be sent to you as soon as possible after the event.

I (we) understand that the **deposit will not be refunded** if the event is cancelled within fourteen days of the scheduled date.

I (we) will report and pay for any loss or damage to property or equipment during use.

I (we) further agree to pay all reasonable collection and attorney fees, if not paid within twenty days after the event dated.

APPROVED _____

NOT APPROVED _____

Signature _____ Date: _____

**GOLDEN HILL UNITED METHODIST CHURCH
POLICY REGULATIONS FOR BUILDING USE**

1. Persons or groups requesting permission to use our facilities are required to read and understand this document.
2. Availability of the facility is governed by the Church Program Calendar and must not conflict with dates or times of such programs.
3. **ALL ALCOHOLIC BEVERAGES AND SMOKING ARE PROHIBITED IN THE BUILDING AND AROUND THE GROUNDS. ANY ATTEMPT TO BRING ALCOHOL INTO THE EVENT WILL RESULT IN SHUTTING DOWN THE EVENT.**
4. **THE PRESENCE OF THE SEXTON OR HIS EQUIVALENT IS REQUIRED FOR THE FULL TIME OF THE EVENT PLUS AN HOUR BEFORE AND AN HOUR AFTER. THIS IS CHARGED SEPARATELY FROM THE USE FEE AT \$30.00 AN HOUR FOR A MINIMUM OF THREE HOURS.**

*This is required for your safety in an emergency and the Church's security.
The amount is included in the TOTAL DONATION line on the face of the agreement form and if the event runs longer than scheduled, the extra cost will be taken from the deposit.*
5. The user is responsible for clean-up of all areas used for the event. If no one of the group is willing to perform this clean-up ***the Sexton will do so at the same charge rate as stated in item four for as long as it takes.***
6. The user is responsible for any breakage and/or damage to the facility or furnishings. Damage must be reported and subsequently repaired and/or compensated for. ***The deposit will not be returned until these issues are resolved.***
7. The deposit is to be paid at the time the agreement is first signed. The deposit payment reserves the date on the church calendar and will be used to cover extra costs. The deposit will be returned after the event subject to a review of the building and proper payment of the Sexton.
8. Total donation payments are to be received in full at least ten days in advance of the event.
9. ***The person signing the "Application For Use of Church Facilities" form must also sign this form.***

POLICY REGULATIONS COMPLIANCE AGREEMENT

Having received and read and understood the above policy of the Golden Hill United Methodist Church concerning the use of their building, property and furnishings, I agree to abide by the same and honor the regulations governing the policy.

Signed: _____
Revised 10/07/2022

Date: _____