

Berea United Methodist Church
Ongoing Event Application for Facilities Use

Chestnut & Fee Streets, Berea KY 40403
Phone: (859) 986-3485 Fax: (859) 986-7778
Email: officebereaumc@windstream.net
Website: www.bereaumc.org

Approval of facility use is at the discretion of the church administration. Dates and/or times of use may not be changed without permission.

Permission to use the church property can be revoked at any time without notice.

Those using BUMC facilities do so at their own risk and hereby revoke any right to damages in the event of injury to property or person.

Fees will be required of all parties using the church facilities.

Fees for non-profits will be levied on an individual basis and are at the discretion of the church administration.

Fees for a for-profit group or business will be \$20 per hour for non-church members; \$10 per hour for church members.

Church facilities are to be respected. If using the kitchen, the counters and sinks must be left clean and all dishes used must be washed and put away. Lay the wet dish towels out to dry and put the trash in the outside trash cans. Turn off lights. If chairs and tables are used, they must be returned to their original positions. If the facilities are not left in the same condition they were at the beginning of the event, permission to use the facilities will be withdrawn.

Organization / Business _____

Nonprofit? Yes _____ No _____

Responsible Party: _____

Address _____

Daytime Phone _____ Evening Phone _____ Email _____

Secondary Contact Person _____

Daytime Phone _____ Evening Phone _____

Date(s) of Use: _____

Number expected to attend: _____

Facilities needed (check those that apply):

- Sanctuary
- Education Building
- Parish House
- Wesley House

Requested facilities are needed:

Date(s) _____

From _____ to _____
Beginning Time Ending Time

If this event requires an admission charge or collection of offering/financial gift, please indicate here:

Keys Needed? _____No _____Yes

If yes, I will pick up church keys on _____ at _____ AM/PM

Keys Picked Up (Date) _____ Keys Returned (Date) _____

A fee of \$100 per key will be charged for un-returned keys.

Approved Denied
