

Berea United Methodist Church
Single Event Application for Facilities Use

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

Event _____

Responsible Party: _____

Address _____

Daytime Phone _____ Evening Phone _____ Email _____

Secondary Contact Person _____

Daytime Phone _____ Evening Phone _____

Date(s) of Event: _____

Circle the one that applies:

Church Event Wedding Shower Fund Raiser Other: _____

Number expected to attend: _____

Facilities needed (check those that apply):

- Sanctuary
- Education Building
- Parish House
- Wesley House
- Church grounds

Requested facilities are needed:

From _____ to _____ on _____
Beginning Time Ending Time Date(s)

WEDDINGS: Time wanted to get into building for decorating, pictures, etc.

Rehearsal _____ to _____ on _____

Actual Time for Rehearsal: _____ Will there be a Rehearsal Dinner: _____

Wedding Time: _____ to _____ on _____ Actual Time for Wedding: _____

Reception Time: _____ to _____ on _____ Actual Time of Event: _____

I plan on having the following music/video pending approval from the appropriate personnel:

Circle: Organ Music Piano Music Pre-Recorded Music Power Point

Musicians using church musical equipment must have prior approval.

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) _____

Lost or un-returned key fee: \$100 per key.

Approved Denied

Fee Schedule

PART A:	Non-Member	Member
Sanctuary	\$175 per day	\$50 per day
Parish House	\$125 per day	\$25 per day
Education Building	\$50 per classroom/day	\$10 per classroom/day
Wesley House	\$125 per day	\$25 per day

Number of days sanctuary needed _____

Number of days Parish House needed _____

Number of days Education Building needed _____

Number of days Wesley House needed _____

TOTAL: PART A _____

Equipment Needed for Meetings/Events Held in the Fellowship Hall
<input type="checkbox"/> Microphone
<input type="checkbox"/> Projector

PART B: SOUND/LIGHTING TECHNICIAN

A fee of \$20.00 per hour with a minimum of 5 hours will be charged = \$100.00

Number of hours Sound/Lighting Technician will be required: _____ @ \$20.00 per hour. We realize this time may vary. The Technician will record the number of hours worked and turn it in to the Financial Secretary. Most rehearsals and weddings require an average of 7 hours.

Total Estimated Price PART B: _____

PART C: CUSTODIAL FEES

26 or more people \$100 per day
25 or less people \$50 per day

Fees are to cover the cleaning of the Sanctuary and/or the Fellowship Hall after the event. 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 large red cans in the back of the Parish House. If chairs and tables are used, they must be returned to their original positions. If the facilities are left in the same condition they were at the beginning of the event, the custodial fee may be refunded.

TABLECLOTHS

Tablecloths (cloth): \$10.00 per tablecloth for dry cleaning (\$10 x # of tablecloths used)
How many: _____

TOTAL: Part F: _____ All Tablecloths Returned: _____

PART D: DEPOSIT

Refundable Deposit \$100 Check Number: _____

DATE RECEIVED: _____

Refundable after rooms are checked for damage, additional cleaning, keys returned, and any additional fees are subtracted. If fees are deducted, the church will write you a check for the balance and it will be mailed to you. If no fees are deducted, we can mail your deposit check back to you or have it shredded.

TOTAL FEES
FEES PART A: _____
FEES PART B: _____
FEES PART C: _____
FEES PART D: _____

TOTAL FEES: _____
DATE PAID: _____
Cash: _____ Check: _____
Check Number: _____
Date Deposit Returned: _____
Fees Kept From The Deposit: Amount: _____
Reason: _____