Application for Use of Church Facilities

New Horizons United Methodist Church
1020 S El Chaparral Ave Columbia, MO 65201-9091 (573) 443-7058 FAX (573) 443-7063
www.newhorizons-umc.org bteacutter@newhorizons-umc.org

Date of Application: _____

Name of Group, Family, or Individual: _____

Date of Meeting:_____ **Time of Event**: Start:_____ End (including clean-up): _____

Set Up Time (when access to church is needed): _____

Are Meetings Regularly Scheduled? Yes ❑ _____Beginning (month) _____ Ending (month)

Type of Event: _____ Meal served? Yes ❑

Room/s Requested:
- ❑ Fellowship Hall
- ❑ Kitchen
- ❑ Sanctuary
- ❑ Nursery (requires 2 adults with Safe Sanctuary certification and approval of Trustees)

Classroom/s: ❑ Upper Level ❑ Lower Level
How many? _____
❑ Outside Grounds

Estimated number of people expected at event: _____

Room Set-Up (if requested – custodial fee required)
Set-Up required: Chairs only _____ # Chairs and Tables _____ # AV/Sound ❑
Set Up arrangement: _____
Other: _____

Sound Technician: ❑ Yes (Required if using multimedia/sound system in Sanctuary or person approved by Technical Team)

Fees (for non-church member or non-Methodist related church group)
Make check payable to *New Horizons United Methodist Church* **by one week prior to event**

- ❑ $50.00 Less than 4 hours
- ❑ $100.00 More than 4 hours (more than 12 hours may require extra fee)
- ❑ $50.00 Custodial Fee (payable to Custodian)
- ❑ $ 50.00 Sound Technician Fee (payable to Sound Technician)

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Contact Person: (Person present at event to assure compliance with building use policy and cleaning following event. Copy of Building Use policy provided.)
Name: _____

Address: _____

Phone: Home: _____ Cell: _____ Work: _____
The signature below verifies that the person has read and understand the policies for the use of New Horizons United Methodist Church facility including the Safe Sanctuary policy.

Signature: _____ Date: _____

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Church Use Only

Room Scheduled: Yes ❑ No ❑ Date _____ **Fees Paid** (if applicable): Yes ❑ Date _____

Approval: Trustee ❑

Pastor _____
(Required for Use of Sanctuary)

Revised BOT 2-09