



**Building Use Request Form
Palm Coast United Methodist Church
Tel: 386-445-1600 Fax: 446-3144**

- Please submit completed form to Church Receptionist during normal business hours: Mon-Thurs, 9am-4:30pm; Fri, 9am-12pm.
- As outlined in the policy statement, submission of the Building Use Form does not guarantee space.
- Once the form is submitted, Office Manager, Lyn Heim (email: Lyn@palmcoastumc.org) or Office Assistant, Pat Wilkie (email: Pat@palmcoastumc.org) will check the church calendar and notify the contact person as to the status of the request.
- **Palm Coast United Methodist Church is a non-smoking, non-drug, non-alcohol campus.**

CONTACT INFORMATION

Name of person placing request _____
 Are you a member of Palm Coast United Methodist Church? Yes _____ No _____
 Phone numbers: Business _____ Home _____ Cell _____
 Email address _____
 Signature _____

REQUEST INFORMATION

Date of Request _____ Request form accepted by: _____
NAME OF INDIVIDUAL/GROUP _____ **Number of persons in group** _____
 Purpose for Use of Space _____
 Program Description _____

How does this program relate to the mission statement and/or core value statements of Palm Coast United Methodist Church, as stated in the Building Use Policy? _____

Please identify the space needed (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Sanctuary (capacity: 400) | <input type="checkbox"/> Music Suite (capacity: 60) |
| <input type="checkbox"/> Prayer Room (capacity: 12) | <input type="checkbox"/> Narthex (capacity: 12) |
| <input type="checkbox"/> Nursery (capacity: 6) | <input type="checkbox"/> Education Wing Classroom (capacity: 12 per room) |
| | <input type="checkbox"/> Classroom 6 <input type="checkbox"/> Classroom 7 |
| | <input type="checkbox"/> Classroom 8 <input type="checkbox"/> Classroom 9 |
| <input type="checkbox"/> Fellowship Hall (capacity: 100) | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Fellowship Hall, Back Classroom (capacity: 10) | <input type="checkbox"/> Fellowship Hall, Front Classroom (capacity: 12) |
| <input type="checkbox"/> Youth Room (restricted use only) | <input type="checkbox"/> Library (capacity: 12) |
| <input type="checkbox"/> UMCS Classroom 3 (capacity: 10) | <input type="checkbox"/> UMCS Classroom 4 (capacity: 10) |

Is this request for one-time use? Yes _____ No _____
If YES, what day _____, date _____ and time _____ are you requesting?
 Is this for repeating dates (multiple uses)? Yes _____ No _____
 What is the beginning day _____, date _____ and time _____?
 What are the days/dates/times for continuing? _____

NOTE: As per the Building Use Policy of Palm Coast United Methodist Church, space requests for non-profit groups and community service organizations will be approved for a maximum of twelve (12) months, September—August.

If you do not need the space during the time span, please notify the office 1 week in advance.
 Agree _____ (please initial)

Continue on reverse side

KITCHEN USE: Will this event require use of the kitchen? Yes _____ No _____

- **NOTE:** If using the commercial stove in the kitchen, a designated person must be properly trained. Please contact the church office. Agree _____ (please initial)
- Palm Coast UMC does NOT provide clean-up services for the use of the kitchen. By using the kitchen, you agree to clean it afterward and leave all equipment in its original place. Agree _____ (please initial)
- If the kitchen is found in disrepair following your event, a custodial clean-up fee will be assessed according to the fee schedule in the Building Use Policy. Agree _____ (please initial)

Kitchen Use Approved: _____ (LH or PW) Date: _____

CUSTODIAL SERVICES:

PCUMC does not offer set-up, tear-down/clean-up services by its custodian. Parties renting/using the Sanctuary, Fellowship Hall or Classrooms must do their own set-up, tear-down/clean-up and leave the room(s) in the clean condition in which they were found. If the room(s) is found in disrepair, a fee will be assessed. If custodial help is needed, special arrangements can be made with the church custodian. A fee of \$20.00 per hour for one custodian is expected to be paid at the time of the service. Contact the church office, 386-445-1600.

Agree _____ (please initial)

MEDIA SERVICES:

- **NOTE:** Use of any/all media equipment around the property requires approval by Media Services Staff, Steve Weaver. Individuals/groups are not allowed to operate the equipment unless properly trained by Steve. If media equipment is operated by media staff, fees may be assessed according to the fee schedule in the Building Use Policy.

Will audio/visual aids/services be needed? Yes _____ No _____

- If media services are needed, you agree to contact Media Services Staff, Steve Weaver, at least three (3) weeks prior to the event. Date of Event _____ Contact Steve at 386-445-1600 or email: Steve@palmcoastumc.org Agree _____ (please initial)

Description of services requested _____

- **If YES,** fees may be assessed according to the Building Use Policy for set-up prior to event and operation of media equipment during event. Agree _____ (please initial)

Media Services Approved: _____ (SW) Date: _____

Media Services Fee (preparation): _____

Media Services Fee (during event): _____

MUSIC SERVICES:

- **NOTE:** Use of the piano in the Sanctuary or Fellowship Hall and/or organ in the Sanctuary requires approval by Music Director and individuals/groups are not allowed to operate the equipment. If music equipment is operated by approved music staff, fees may be assessed according to the fee schedule included in the Building Use Policy.

Will use of the piano and/or organ be needed? Yes _____ No _____

- If music equipment is needed for your event, you agree to contact Music Director at least three (3) weeks prior to the event. Date of Event _____ Contact office at 386-445-1600 Agree _____ (please initial)

Description of services requested _____

- **If YES,** fees may be assessed according to the Building Use Policy fee schedule. Agree _____ (please initial)

Music Services Approved: _____ (JC) Date: _____

Music Services Fee: _____

NURSERY SERVICES:

- **NOTE:** Palm Coast United Methodist Church does NOT provide nursery attendants. If the nursery is needed, you agree to use it properly and leave it in the condition in which it was found. Agree _____ (please initial)
- If the nursery is found in disrepair following your event, a custodial clean-up fee will be assessed according to the fee schedule included in the Building Use Policy. Agree _____ (please initial)

SECURITY DEPOSIT: \$ _____ CERTIFICATE OF INSURANCE: _____ (\$500,000 policy with PCUMC
REQUEST APPROVED: _____ DATE: _____ named as additional insured)

Church Council Approval Date: May 17, 2012