



# St. Charles United Methodist Church

1905 Ormond Blvd. ~ P.O. Box 693 ~ Destrehan, LA 70047 ~ Phone: 985-764-8292

## Facilities Use Application

Please complete Entire Form

Today's Date \_\_\_\_\_

Event Name \_\_\_\_\_ Category \_\_\_\_\_

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Deposit to be Returned by Mail to above address and Organizational Name

Day Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Non-profit Status \_\_\_\_\_ Federal ID No. \_\_\_\_\_ (attach IRS determination letter)

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### Primary Contact Person

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

SCUMC Member YES  NO

### Secondary Contact Person

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

SCUMC Member YES  NO

Event Description \_\_\_\_\_

Requested Date \_\_\_\_\_ Time of Event – from \_\_\_\_\_ to \_\_\_\_\_

Added Set Up Date (additional cost) \_\_\_\_\_

Additional Set up Time (additional cost) – from \_\_\_\_\_ to \_\_\_\_\_

You are allowed 2 hours immediately prior to the event for set-up and 1 hour immediately following the event for clean up

Anticipated number of participants \_\_\_\_\_ Will participant fee be charged?  
YES  NO

Will food or drink be consumed? YES  NO

### Rooms Requested:

Main Building:  Conf./Prayer Room  Kitchen  Nursery  Lg. Class  Sm. Class  
 Narthex  Sanctuary  Sound System (additional fees will apply)

Fellowship Hall:  Main Hall  Use of Kitchen for cooking (additional fees)  Sound / Media System  
(additional fees)  Podium  Stage  Kitchen for Staging of food only

Ice                       Refrigerated Space Needed

Sunday School Building:  Kitchen    Rooms:  1 & 3     2     4     5     7     6 & 8

General:                       Parking Lot (If being used for anything other than parking of participants cars, please specify)

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Outside Grounds – Please specify how the grounds will be used

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Each party is responsible for set up and break down of tables and chairs, for removal of all trash and putting garbage in cans behind the Sanctuary Building. Building is to be left broom clean and wet mopped when food or drink is served. Building is to be left in this order as soon as the event is finished so that it is ready for the next event to take place.

I understand the use of the buildings are determined and approved by the Trustee Team of St. Charles United Methodist Church. The team meets the second Tuesday of each month. Your application will be reviewed at the monthly meeting and you will be notified within a week of the meeting if your application was approved or not. The fees and a contract will also be presented at that time. We will hold the date for two weeks from the approval. We will need the deposit, 50% of the fees and the signed contract to book the date after that time. The remaining fee will be due 30 days prior to your event date. Please read the Facility Policies at <http://stcharlesumc.com/resources/faciliteis-use-policy/faciliteis-use-policy-and-application-form> or ask for a written copy.

I understand this is not a contract for facility use but a request to use the building. I will receive a contract upon approval of the application and date.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_