



# BUILDING USE CONTRACT

United Methodist Church of Evergreen

3757 Ponderosa Drive, Evergreen, CO 80439 | 303-674-4810 | office@evergreenumc.org

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization/Meeting Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>ONE TIME USE:</b> Day & Date: _____	# of people: _____
Set-Up Time: _____ am/pm	Event Start Time: _____ am/pm
Event End Time: _____ am/pm	Clean-Up Finished Time: _____ am/pm

<b>ONGOING USE:</b> Day & frequency: _____	# of people: _____
Meets from: _____ (mm/yy) to _____ (mm/yy)	
Set-Up Time: _____ am/pm	Event Start Time: _____ am/pm
Event End Time: _____ am/pm	Clean-Up Finished Time: _____ am/pm

Space/location(s) desired  Fellowship Hall  Sanctuary  Library  Choir Room  Kitchen/Fellowship

Equipment needed: (chairs, tables, sound room) \_\_\_\_\_

Nature of meeting: \_\_\_\_\_

Is a key to the building needed? Yes No

Deposit/donation amount: \_\_\_\_\_ Other amount: \_\_\_\_\_ Received date: \_\_\_\_\_

Door code issued to: \_\_\_\_\_ Date: \_\_\_\_\_

Key deposit \$100 received: \_\_\_\_\_ Key and deposit returned: \_\_\_\_\_

Building use request: **APPROVED** **DENIED** Reason (if declined): \_\_\_\_\_

Needs Certificate of Liability Insurance? Yes No Received and on record (if required): \_\_\_\_\_

Needs Tax Exemption Certificate? Yes No Received and on record (if required): \_\_\_\_\_

User Representative signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing, the user/organization has read and fully agrees with the United Methodist Church of Evergreen Building Use Policy.