

CONCORD UNITED METHODIST CHURCH
1645 West Street, Concord, CA 94521
REQUEST FOR USE OF CHURCH FACILITIES
By **External Organizations**

Statement of Church Policy:

1. External Organizations may be granted use of Church facilities, provided the use is in accordance with Christian principles and with the policies of Concord United Methodist Church
2. Applications for use of facilities will be handled by the Board of Trustees of the Church.
3. Final approval of request will be given no earlier than 30 days prior to the first day of use. However, tentative approval may be granted in advance of the 30 days.
4. Except for non-profit organizations, no money-raising functions will be allowed on the grounds or in any building.
5. The person(s) and/or organization approved to use facilities will be held responsible for any loss or damage incurred.
6. **ABSOLUTELY NO ALCOHOLIC BEVERAGES WILL BE PERMITTED IN CHURCH BUILDINGS OR ON CHURCH GROUNDS.**

Date Submitted _____ **ORGANIZATION** _____

Address _____ City _____ Zip _____

REPRESENTATIVE _____ Title _____

Address _____ City _____ Zip _____

Telephone _____

NUMBER OF PERSONS EXPECTED FOR EVENT _____

<u>ROOM/ROOMS REQUESTED</u>	<u>DATE</u> (week day/mo/day/yr)	<u>TIME</u> (start/end)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Purpose _____

Room Setup Required? _____ Kitchen Required? _____

FEES: (Room Use Fee _____) (Custodial Fee _____) (Other _____)

(Refundable deposit on fee over \$100 required at time of booking)

TOTAL of FEES: \$ _____

Deposit Rec'd: \$ _____ on _____ (date) Payment Rec'd \$ _____

Request APPROVED: _____ Request DENIED: _____

Notified: _____ Date: _____