

Building Use Request Form

PLEASE COMPLETE THIS FORM AND LEAVE IN TRUSTEES BOX OR MAIL TO:

Meadowbrook UMC

Attn: Trustees

2800 NE 64TH St.

Gladstone, MO 64119.

PLEASE ALLOW A MINIMUM OF TWO WEEKS PRIOR TO YOUR EVENT TO PROCESS THIS REQUEST.

Name of Individual or Organization: _____

Member ____

Non-Member ____

FEES (MEMBERS ARE EXEMPT FROM ALL FEES EXCEPT THE CUSTODIAL FEE). ADJUNCT ORGANIZATIONS SUCH AS SCOUT TROOPS MAY MEET AT THE CHURCH FREE OF CHARGE AT THE DISCRETION OF THE BOARD OF TRUSTEES:

Sanctuary: \$200

Fellowship Hall: \$100 (Use of adjoining full-service kitchen: add \$50)

Multi-Purpose Room: \$50

Custodial Services: \$50

A MINIMUM DEPOSIT OF \$100 IS REQUIRED OF NON-MEMBERS RENTING THE SANCTUARY OR FELLOWSHIP HALL AT THE TIME OF SCHEDULING THE EVENT. THIS DEPOSIT WILL BE APPLIED TO THE COST OF RENTAL. ALL FEES FOR FACILITY USAGE ARE TO BE PAID 1 WEEK IN ADVANCE TO RETAIN YOUR RESERVATION. DEPOSITS WILL NOT BE REFUNDED IF CANCELLATION OCCURS LESS THAN 1 WEEK PRIOR TO THE EVENT.

Contact Information:

Phone #: _____ Email Address: _____

Mailing Address: _____

Purpose of Building Request: _____

Dates/Times Needed: _____

Room(s) Needed: _____

Additional Equipment Desired (Chairs/Tables, Projection Screen, etc.)

I AGREE TO ABIDE BY THE POLICIES IN THE ATTACHED BUILDING USE POLICY. I UNDERSTAND THAT I/MY ORGANIZATION IS EXPECTED TO LEAVE THE FACILITY AS CLOSE TO THE CONDITION IN WHICH I FOUND IT AS IS POSSIBLE, AND MAY OTHERWISE BE SUBJECT TO AN ADDITIONAL CUSTODIAL FEE. I AM AWARE THAT THE BOARD OF TRUSTEES OF MEADOWBROOK UMC RESERVES THE RIGHT TO REFUSE MY REQUEST AT THEIR OWN DISCRETION.

Signature _____

Date: _____

Approved by the Board of Trustees, Meadowbrook UMC, February 2012