

APPLICATION FOR USE OF CHURCH FACILITIES

1ST UNITED METHODIST CHURCH OF EPHRATA
68 N Church Street, Ephrata, PA 17522
717-738-2465 FAX – 717-738-3955

Name of Group: _____

Date of application: _____ Single Event _____ Regularly Scheduled Event _____

Type of Event:

- Single day event (Month/Day/Year) _____
- Weekly event (day of week, start & end date) _____
- Monthly event (week#, day of week, start & end month) _____

TIME required for use of the facility (including set-up, event, and clean-up)

Begin _____ AM / PM until _____ AM / PM

(All yearly contracts must be renewed in January of each year.)

Description of activity: _____

Description of decorations (must be pre-approved): _____

Approximately how many will be attending the event? _____

Facilities required: _____ Kitchen* _____ Fellowship Hall _____ Classroom(s)
(*Requires "Kitchen Use Form" and Kitchen Use Guidelines") Other (Specify - _____)

Fees apply to non-ministry groups. See church office for schedule of fees.

Name of person responsible: _____ Member of First UMC Yes ___ No ___

Address: _____

E-mail: _____ Phone #: _____

I have received a copy of the church guidelines and I understand that I am responsible for seeing that the guidelines are followed. **Sign:** _____ Date: _____

Print name: _____ Phone: _____

Address: _____

Signature of 1st UMC Office Administration: _____ Date: _____

If the guidelines are not honored, you will be contacted.

To secure event on church calendar, **mail completed form at least 4 weeks in advance with fees** to Carol at:

First United Methodist Church of Ephrata
68 North Church Street
Ephrata, PA 17543

FOR OFFICE USE ONLY:

Approved: YES ___ NO ___ By: _____ Date of Approval _____

Rooms assigned _____ Fees Paid \$ _____ Receipt # _____

Security Deposit \$ _____ Date Received _____ Date Returned _____

Set heat and air conditioning _____ Approval of special decorations described above _____

Note: - **Copy to be given to applicant after approval.**

- Original application to be retained in the church office files

In the event of an emergency during the off-hours, contact Ed Blakeslee 717-951-3738