

Application for Use of Facilities
of the Fortuna United Methodist Church
10th & N Streets
Fortuna, CA 95540
707-725-9414

APPLICANT _____

APPLICATION DATE _____ CHURCH-SPONSORED? _____

ROOMS DESIRED: _____

DATES OF USEAGE: _____ TIME: _____ TO _____

PURPOSE OF USE: _____

ESTIMATED ATTENDANCE: _____

SPECIAL INSTRUCTIONS: _____

PERSON RESPONSIBLE: _____

ADDRESS: _____

PHONE: _____ Email: _____

APPLICANT ACCEPTS AND AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

1. Applicant agrees that use shall be limited to agreed-upon areas only for the date and time specified.
2. Applicant agrees that no church equipment is to be used unless prior arrangement has been made.
3. Applicant agrees that the event shall be held in a reasonable manner, not to interfere with other uses of the facility.
4. Applicant agrees that after the event, all windows shall be closed, all heating and inside lights turned off, all doors locked.
5. Applicant agrees that there shall be no smoking (except for outdoor areas), drinking of alcoholic beverages and/or gambling (including raffles) on the premises.
6. Applicant agrees that any damages to church property will be the responsibility of the applicant.
7. Applicant agrees that the church retains the right to the use of all facilities. If a time use conflict occurs, prior notification will be given to the applicant.
8. Applicant agrees that the security deposit is refundable after the event if all terms of the agreement are met.
9. Applicant agrees to hold Fortuna UMC, its members and staff free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of the church property.
10. Applicant agrees to furnish proof of liability insurance in the amount of \$1,000,000 per occurrence, with the church being named as additionally insured.

SIGNATURE OF PERSON RESPONSIBLE: _____ DATE: _____

Fee Schedule for Use of Fortuna UMC Facilities*

	Members & Non-Profits	Non-Members & For-Profits
_____ Fireplace Room	\$35/3 hrs. + \$15/add. hr.	\$50/3 hrs. + \$15/add. hr.
_____ Social Hall	\$55/3 hrs. + \$20/add.hr.	\$75/3 hrs. + \$20/add. hr.
_____ Social Hall + Kitchen	\$100 for every 4 hours	\$125 for every 4 hours
_____ Sanctuary	\$100 per event	\$150 per event
_____ Classrooms	\$25/3 hrs. +\$15/add. hr.	\$25/3 hrs. + \$15/add.hr.
_____ Wedding Hostess	Fee set by hostess** (mandatory if using Sanctuary for wedding and/or Social Hall for reception)	
_____ Custodian	Fee set by custodian** (mandatory for weddings)	
_____ Pastor	\$150**	\$150**
_____ Pianist	Fee set by pianist**	
_____ Security/Key Deposit	\$250	\$250
_____ Total Fees		

*Fees may be modified with the approval of the Pastor or Trustees

**Separate checks must be written for these individuals

For Church Use Only

Application received on date: _____ Deposit paid? _____

Approved by Pastor and/or Trustees: _____
Signature

Amount Received: _____ Date: _____ By: _____

Refund Given: _____ Date: _____ By: _____

Insurance Company: _____

Agent: _____ Phone: _____

Policy Number: _____

Instructions for filling out “Application for Use of Facilities”

APPLICANT – The name of the organization, individual’s name

APPLICATION DATE – The date the application is filled out

CHURCH-SPONSORED EVENT – Mark Yes if this is a church-sponsored event

ROOMS DESIRED - List which Fortuna UMC room/rooms you will be using

DATES OF USAGE – Time(s) and date(s) of the event or events

PURPOSE OF USE – A brief description of how the facilities will be used

ESTIMATED ATTENDANCE – How many people will be using the facilities?

SPECIAL INSTRUCTIONS – Do we need to do anything special to prepare for this use of the church?

PERSON RESPONSIBLE – The person who is agreeing to the Terms and Conditions, and who signs the application. Address, phone and email are required.

Fee Schedule – Write the amount of each fee in the blank, add them up and write the total on the Total Fees blank.

APPROVED BY –

- ◆ Signature of the secretary or pastor if evidence of insurance is provided or if it is a church sponsored activity.