

Reservation Request Form for Colbert United Methodist Church and/or FLC

Organization Name: _____

Person in Charge: _____

Address: _____

Phone Number: _____ E-Mail: _____

Date(s) Requested: _____

Time Requested: _____ AM/PM UNTIL _____ AM/PM

Expected Attendance: _____

Type of Function (please circle best description) Anniversary Baby/Wedding Shower

Baptism Birthday Party Community Function Family Reunion Funeral Meal

Sales Party School/Social Gathering

Other (please give details): _____

(Please note: Our church cannot be used for Partisan Political events that could endanger our Non-Profit status. The Pastor must approve all religious ceremonies that take place at our facilities.)

Facility Requested: Sanctuary Fellowship Hall Family Life Center Class Room

Kitchen Use Required: Yes/No

If the kitchen will be used, please provide the name of the person or caterer that will be in charge or using the kitchen equipment.

Name: _____ Phone: _____

Comments or Special Request _____

The use of Colbert United Methodist Church Facilities, surrounding grounds, and all equipment will be at the risk of the participant and attendees. The Church **does not** assume liability or responsibility for any participant. The Church **does not** make any expressed or implied warranty about the premises, equipment, machinery, fixtures, or furniture. Notice of this fact will be provided to participants, guests, and visitors.

FEE SCHEDULE

	<u>Non-Member</u>	<u>Inactive Member</u>	<u>Active Member</u>
Damage Deposit(refundable*)	\$200	\$200	N/A
Use of Facility 6 hrs or less	\$300	\$80	\$40
Each add'l hr over 6 hrs	\$40	\$10	\$5
Use of Sound System	\$20/hr	\$20/hr	\$20/hr
Church member to be present (6 hrs or less)	\$60 + \$10 each add'l hr	N/A	N/A

Church members can rent the building for their use only. Meaning, the event is one they are hosting and in charge of. Church members should not rent the building in their name for a non-member to use at active member rate. Please do not abuse this policy. It is not fair to other members. Trustees reserve the right to decide if the policy is being abused.

An active member is someone who actively attends and/or supports the church. Active church members are able to use the facilities at a reduced rental rate because they are supporting the church with their "Prayers, presence, gifts, service, and witness". The amounts listed for church members are to offset the additional utilities costs.

***The damage deposit is due 10 days prior to the event. It will be refunded within one week following the event if the final inspection is deemed satisfactory by the appropriate representative(s) of the church.**

The use of the sound system requires the hiring of a qualified member of the church to operate it.

I have read the stipulations concerning the reservations and general guidelines for using the facilities of Colbert United Methodist Church and agree to abide by these guidelines. I have toured the facilities and understand the placement of furniture. We will leave the facilities clean, orderly, and in as good of condition as found.

PLEASE RETURN TO PASTOR FOR APPROVAL

Signed _____ Date _____

Address _____ Phone _____

Date received _____ Payment _____ Put on Calendar _____

Approval _____

Please Note: Only one designated calendar in the church office will be used to reserve church facilities. The Pastor will be responsible for adding reservations to the official calendar. Reservations will be added to the calendar when the reservation request form and payment have been received by the church.