



**St. Luke's United Methodist Church—Application for Facility Usage**

Use this form A for all **NON-WEDDING** events.

Please complete BOTH SIDES of this form.

Event Date: \_\_\_\_\_

Name of Group/Event: \_\_\_\_\_

Is this a recurring event? Yes No Group will meet: Weekly Monthly Other (explain below)

Time event begins: \_\_\_\_\_ time event ends: \_\_\_\_\_ Approximate # attending \_\_\_\_\_

**GUIDELINES:** Groups must let the church office know ASAP if there are any changes/cancellations. Our rooms are used frequently and may not be available at different/unscheduled times. Fees, if any, for facility use are payable to the church office prior to the event.

There is NO SMOKING or ALCOHOL permitted on the premises. Please do not bring food/drink into the sanctuary. Additional guidelines for weddings can be found on the separate Special Event Needs Form.

Is this a non-profit organization? \_\_\_\_\_ Date you need approval answer by: \_\_\_\_\_

Leader/Contact Person Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Please give a brief description of the event/group: \_\_\_\_\_

Use of kitchen: Yes No Use of Sound System/Microphones: Yes No Piano/Organ: Yes No

Circling YES to any of the above items will require a separate Special Event Needs Form C.

Events outside typical church hours may require a special Custodial Fee of \$100/day.

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Group approved for meeting space: \_\_\_\_\_ by: \_\_\_\_\_

Scheduled on Church Calendar: \_\_\_\_\_ by: \_\_\_\_\_

Fees due: \_\_\_\_\_ Fees received: \_\_\_\_\_ Date: \_\_\_\_\_

Additional staff/technical help secured:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**St. Luke's United Methodist Church—Facility Usage**

**SPECIAL EVENT NEEDS FORM C**

**Event Date:** \_\_\_\_\_

**Name of Group/Event:** \_\_\_\_\_

**Time event begins:** \_\_\_\_\_ **time event ends:** \_\_\_\_\_ **Approximate # attending** \_\_\_\_\_

**GUIDELINES:** Groups must let the church office know ASAP if there are any changes/cancellations. Our rooms are used frequently and may not be available at different/unscheduled times. Fees, if any, for facility use are payable to the church office prior to the event.

There is NO SMOKING or ALCOHOL permitted on the premises. Video taping is permitted.

**SANCTUARY EVENTS/WEDDINGS:** The Senior Pastor of St. Luke's UMC must sign off on anyone performing a marriage ceremony. Unity Candles are permitted but not provided. Large candelabras are available for use—dripleless candles must be used but are not provided. If any sound equipment other than organ or piano is required, a sound technician from the church will need to be arranged for and fees paid. Decorations for pews must be clipped on, not taped or stapled. Tacks, pins, nails, screws, etc. are not permitted in walls, floors, or furnishings. If the sanctuary is decorated for the holidays, décor will not be removed for special events.

**Please do not bring food/drink into the sanctuary.**

**FEES:**

**Custodian** \$100/day **Pastor's Honorarium** Choose an amount at your discretion **Organist** \$200

**Sound Technician** \$75

**Kitchen** (full use including dishes, oven, stove, ice maker, refrigerator) **\$200** (partial use) **\$100**

**Please describe on the back of this form what your needs include, especially for sound technician.**

**TOTAL FEES DUE:** \_\_\_\_\_ **Received?** \_\_\_\_\_

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Fees due: \_\_\_\_\_ Fees received: \_\_\_\_\_ Date: \_\_\_\_\_

Additional staff/technical help secured:  
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