



NASHVILLE UNITED METHODIST CHURCH

Offering Better Life Through Christ

PRIVATE EVENT - FACILITY USE APPLICATION

Please return this form to the Church Office or email completed form to info@nashvilleumc.net eight weeks prior to your event for approvals. If you do not receive a confirmation within 24 hours that your request has been received, call the church office at 252-459-7178.

Title of Event _____

Date(s) of Function: _____ Event Start Time: _____ Event End Time: _____

Event Coordinator(s): _____

Contact # Day: _____ Night _____ E-mail: _____

Do you, or anyone in your party have a key and security code to the Church? YES NO

Name or person with key & code: _____
(Renters that are not members of NUMC must have an approved sponsor)

Contact # Day: _____ Night _____ E-mail: _____

Initial Access to facility *(Complete only if different from Date/Time of Function, i.e. to decorate, setup, cook, etc)*

Date: _____ Time in: _____ Time out: _____

Maximum number expected to attend: _____

Will this event be catered? YES NO Name of Caterer: _____ Phone: _____

If not catered, please provide us with information about the person managing your food items or meal preparation if applicable:

Name: _____ Cell: _____ Email: _____

Has this person used our kitchen facility for events previously? YES NO

Furniture & A/V needs:

Furniture	Number
<input type="checkbox"/> Round	___
<input type="checkbox"/> Long (8")	___
<input type="checkbox"/> Long (6")	___
<input type="checkbox"/> Podium	___
<input type="checkbox"/> Chairs	___

Audio/Visual
(A/V contingent upon availability of A/V tech.)

Audio Needed:

Visual Needed:

209 East Washington Street • PO Box 86 • Nashville, North Carolina 27856-0086

Phone: (252) 459-7178 • Fax: (252) 459-7828

info@nashvilleumc.net

www.NashvilleUMC.net

Fees are required for 2nd priority events

- Family Reunions for church member
- Receptions given by a church member
- Baby and Bridal Showers given by a church member
- Personal Recitals for church members
 - Braswell Hall \$75
 - Braswell Kitchen \$50
 - Cockrell Hall \$40
 - Basement \$30
 - Bus Garage \$40
 - Classroom \$0
 - A/V Technician \$50

A/V Tech required for sound & A/V use

Fees are required for 3rd priority events

- Selected non-profit organization
- Selected community groups
- Non-member event
 - Sanctuary \$200
 - Braswell Hall \$150
 - Braswell Kitchen \$80
 - Cockrell Hall \$75
 - Basement \$50
 - Bus Garage \$75
 - Classroom \$25
 - A/V Technician \$50

A/V Tech required for sound & A/V use

Note: Payment is required when event coordinator is notified of approval. If payment is not received one month before event, rental of the facility will be canceled.

I have read and understand the guidelines for using the NUMC facilities and will be in attendance for the duration of the above requested event.

Signature

Date

KEEP THIS PAGE FOR PLANNING/CLOSING YOUR EVENT

Special information for kitchen use:

Do not leave food items in the kitchen after the event without prior approval. Bulk food donations should be communicated to the Children & Youth Meal Team, Weekday School/Kidspace Director or Compassion Café coordinator for distribution prior to expiration of the items. Otherwise, send your left over products home with your volunteers as a gift to them or find storage elsewhere for your next event.

Pantry items such as napkins, cups and food items are for our Weekday School, Compassion Café, Kidspace and Sunday Night Children's Ministry meal. Please plan accordingly and bring your own paper and coffee supplies.

Please remember that you are responsible to clean up behind your event, including taking the trash to the dumpster and picking up large debris and vacuuming the floor. Please familiarize yourself with our cleaning supplies prior to the activity. We suggest a designated clean-up team for large events. A clean-up checklist has been provided with this document for you to keep as a tool for your team.

Cleanup Checklist:

- All food items sent home, trashed, or labeled for next event.
- Wash, dry and put away all dishes including the coffee pot if used.
- Soiled linens and dishrags should be taken home, cleaned and returned to the church or church office within a week of the event.
- Floors vacuumed/mopped if needed (food crumbs, lots of tracked in dirt, etc.)
- All tables and chairs put back according to room original setup, unless other arrangements have been made. (List other arrangements here: _____)
- Special props or other elements removed from the building.
- All trash taken to the dumpster.
- Replace furniture and items that have been moved or borrowed from another room.

Lockup Checklist:

- Lights turned out throughout the building (including the restrooms).
- If heat or air is adjusted, please return it to the original setting.
- Check ALL exit doors to ensure they are locked (pull handles to secure).

Please make notes here of any property damage or repairs needed to the building and grounds:

Signature: _____ Date: ____ - ____ - ____

(Place completed form in church office drop box)

NOTE: Defibrillator is located near the nursery in the Gathering Area. First aid kits are located in the kitchen and the Gathering Area cabinet.

For pastoral emergencies or serious trouble with the facility, call the church administrator at 252-314-1118.

OFFICE USE ONLY

Date Received: ___/___/___ Received by: _____

Approval check list (if approval via e-mail, attach copy):

- | | | |
|---|----------------|-------------------|
| <input type="checkbox"/> Pastor & Staff | Initial: _____ | Date: ___/___/___ |
| <input type="checkbox"/> Church Administrator | Initial: _____ | Date: ___/___/___ |
| <input type="checkbox"/> Trustee/Church Sponsor | Initial: _____ | Date: ___/___/___ |
| <input type="checkbox"/> WDS/KidSpace Director | Initial: _____ | Date: ___/___/___ |
| <input type="checkbox"/> Sound/Media Technician (if applicable) | Initial: _____ | Date: ___/___/___ |
| <input type="checkbox"/> Other: _____ | | |

Processing tasks – check list

- Check all calendars, facility schedule, and pastor's schedule if required for the event
- Remit Approval via email/phone to Event Coordinator
- Add to Planning Center Calendar
- Payment received
- Proof of liability insurance, if applicable