**Tom’s Creek United Methodist Church**

Reservation Form for Non-Members

Usage of Church Facilities

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cell or Home Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) Requested for Use:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Times Requested for Use:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

**Reason for Reserving Facility:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Space(s) Reserved:**  (check all that apply)

* **Space reserved upon payment of fees.**

Promised Land $150

Sanctuary $250

Multipurpose Room $250 (includes opening and closing fee of $25)

Multipurpose Room and Kitchen $450 (includes opening and closing fee of $25)

Individual Rooms (1-10 people) $25 per room for two hours ($10 per additional hour)

Individual Rooms (10+ people) $50 per room for two hours ($15 per additional hour)

**Official Use Only**

Initial Contact Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check all that apply:**

Approved by Pastor or Trustee \_\_\_

Reserved on Church Calendar \_\_\_

Custodian Contacted \_\_\_

Organist Contacted \_\_\_

Sound Tech Contacted \_\_\_

Opener/Closer Contacted \_\_\_

**Signature of Approval:**

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**\*Fees:** (check all that apply)

* **These fees are to be paid in CASH at rehearsal.**

Pastoral Services $300 - Honorarium

Sound Technician $50

Organist $100 - Honorarium

**To be signed by responsible party:**

I have read and understand the Guidelines for Church Use and agree to the requirements stated therein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

**OFFICE NOTES:**