



**Church Building Use Agreement** (Revised 9/29/2024)

The Trustees of Neshamony United Methodist Church request that you supply the following information regarding your use of the facilities at NUMC. Please complete this form for your event in the church building and return it to the church secretary.

It will be forwarded for approval by the Board of Trustees at their next meeting on the second Monday of the month.

Confirmation that the requested space has been booked is NOT ASSURED until a copy of this form is returned to the Church Office, and the Trustees have officially approved the event. You will be notified if the room use has been approved or denied.

	Members only	Non-member
	Suggested Donation	Total Fee* (includes cleaning fee)
Sanctuary	\$75	\$250
Wesley Hall	\$75	\$350

Full Payment is due on Signing this agreement or 1 week prior to your event.

Fee Structure (Free-will donations are always welcome)

**Cleaning Fee: \$50 \*Will be returned back to you as long as room is left in good condition\***

**Room must be swept and cleaned. If using the Stove. You must clean it. Trash emptied and put outside.**

**Decorating is Permitted. NO CONFETTI. No hanging anything from the ceiling**

Use of sanctuary must be approved by the Pastor prior to the form being submitted to trustees.

Sanctuary Use Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

\*\*\*\*\*

Date Form Issued: \_\_\_\_\_ Date Cleared with Office: \_\_\_\_\_



Name of Group: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Does your organization/group carry its own liability insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Event/Program/Meeting: \_\_\_\_\_

Usage request date: \_\_\_\_\_

Start Time: \_\_\_\_\_ Events can only be a total of 4 hours. Any longer \$25/hr will be charged.  
(Note all events must conclude by 10 pm)

Briefly describe the purpose and nature of the event or program:

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

**Smoking is Prohibited throughout the Building, common areas and grounds.**

Please initial \_\_\_\_\_

**What are your Building Use Requirements?**

Sanctuary: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Fellowship Hall: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Kitchen: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Estimated Number of persons in attendance: \_\_\_\_\_

I have completed the form above to the best of my ability and I have read the regulations regarding room usage at Neshamony United Methodist Church. I understand that as a sponsor, I am responsible for the condition of the room after usage, and will be responsible for any damage which may occur. I further understand that all fees associated with this room usage form must be submitted to the Church secretary prior to the date of requested usage and once I have been notified that my request has been approved by the Board of Trustees.

Signature of Sponsor: \_\_\_\_\_



**Neshamony United Methodist Church**

325 Main Street Hulmeville PA 19047

[www.neshumc.org](http://www.neshumc.org) 215-310-8493

Phone Number: \_\_\_\_\_

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

**Board of Trustees:**

Approved: \_\_\_\_\_

Disapproved : \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Date of Disapproved : \_\_\_\_\_

**DRAFT**