



Nashville United Methodist Church Facility Use Guidelines

On behalf of the Nashville United Methodist Church, we welcome you. We are proud of our facilities and are happy to share their use with you. The following types of groups or organizations are welcome and encouraged to use our facilities for a nominal fee:

- Any group sponsored by our church
- Any group that is a non-profit community organization
- Any group that fulfills the mission statement of the Church
- Any group that looks to celebrate life in a Christian manner (i.e. birthday party, anniversary)

If your group does not represent one or more of the guidelines listed above, the request will be denied.

We request your cooperation in helping to keep the buildings in good condition for use now and in the future by observing the following guidelines:

1. Renters that are not members of the church need to have a church member sponsor who is responsible to making arrangements to enter the church and ensure that the facility is left in a manner so church functions can resume without the need to reset or clean the room.
2. Limit of rental time (8 continuous hours of use) with rental ending at 10:30 pm.
3. No decorations shall be attached to the walls or ceilings.
4. Renter is responsible for their own set-up, arrangement and preparation of tables and chairs. After your event, the room should be left as you found it.
5. Please limit your use of the facility to the area that you have reserved.
6. No alcoholic beverages are allowed on the church property.
7. Equipment including tables and chairs are not to be used outside of the facility.
8. Any damages are to be repaired or replaced by the responsible agency or person.
9. Telephones are for local calls only.
10. No office supplies, audio visual equipment or refreshments are furnished. Please bring everything you need with you.
11. No paper products or linens are supplied by the church.
12. Renter is responsible for prompt clean up of the facility. Please empty all trash to the dumpsters outside.
13. If you are reserving the Braswell Hall, please note that the band and sound equipment should not be disturbed. In addition, the Alter Table is not to be used as a serving table.
14. Children should not be allowed to play in Sunday School rooms or the Nursery.
15. Please remember that this is a church facility and you and your guests should conduct themselves accordingly.

Revised 5/15/2010

NOTE: Please return this form to the Church Office or email completed form to Info@NashvilleUMC.net

**NASHVILLE UNITED METHODIST CHURCH
FACILITY USE APPLICATION**

Applicant's Name: _____
 Member Non-Member

Company/Organization Name: _____

Mailing Address: _____

Telephone: _____ Cell _____ E-mail: _____

Type of Event/Meeting: _____

Date of Event/Meeting: _____

Needed Entry Time: _____ Event Ending Time _____

Do you, or anyone in your party have a key and security code to the Church? _____ Name: _____

| | Facility Fee Non-Member | Facility Fee Member (personal use only) |
|---|------------------------------------|--|
| <input type="checkbox"/> Sanctuary | \$200.00 | \$0 |
| <input type="checkbox"/> Braswell Hall | \$150.00 | \$75.00 |
| <input type="checkbox"/> Braswell Kitchen | \$80.00 | \$50.00 |
| <input type="checkbox"/> Cockrell Hall | \$75.00 | \$40.00 |
| <input type="checkbox"/> Basement | \$50.00 | \$30.00 |
| <input type="checkbox"/> Bus Garage | \$75.00 | \$40.00 |
| <input type="checkbox"/> Classroom or Foyer | \$25.00 | \$0 |

(Special requests: _____) Check # _____

Note: Payment is required one week prior to the event. If payment is not received on time, rental of the facility will be canceled. Wedding events require additional fees. (See Wedding guidelines for specific information.)

Fee Exemptions

- Church-wide event
- Organization monetarily sponsored by NUMC and their parent organization
- Church-affiliated event

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

Assigned Sponsor (If non-member): _____

** Attach copy of check for records.

Revised: 5/15/2010