

Ely United Methodist Church

305 Camp Street, Ely, Minnesota 55731 Church: 218.365.3355 Parsonage: 218.365.3716

Application for Use of Facility

Today's Date _____

Type of Group/Individual Applying for Facility Use

Church Sponsored Organizations Member Non-Church Organizations Non-Members

Activity/Group Name _____

Contact/Responsible Person _____ Phone _____

Email _____

Date Requested _____ Time Frame _____

Day

Sun Mon Tues Wed Thurs Fri Sat

Frequency

1st 2nd 3rd 4th 5th One Time Continual

Area of Church Requested

Sanctuary Social Hall Kitchen Sunday School Church Grounds

Special Needs/Equipment

Audio/Video Cleaning (Req. Area/Halls/Restrooms) Setup Tables/Chairs Napkins

Candle Holders (Party must furnish candles) Utensils Unity candle Plates Cups

Equipment leaving the Facility: _____

To be returned on: Date _____

Weddings Only

Rehearsal Date/Time: _____

Will any of the wedding party dress at the church? _____

Groom's Full Name _____ Phone _____

Bride's Full Name _____ Phone _____

Other areas of the church needed for dressing etc _____

Hour Activity Begins _____ Hour Activity Ends _____

Expected Attendance * _____

Contact/Responsible Signature _____

Date of Signature _____

For Office Use Only

Approved Date _____

Date/Amount Fee Paid (See schedule) _____

Attached Proof of Insurance or Waiver Signed (must be attached) _____

* The Contact/Responsible Person signing below agrees to adhere to the EUMC building policy.

Signature: _____ Date: _____

EUMC Representative Responsible for Compliance: _____