

Russell Springs United Methodist Church  
Facility Use Application

Having agreed with the church policy, please complete this application and forward it to the church office at Russell Springs United Methodist Church:  
P.O. Box 291, Russell Springs, KY 42642 Phone: 270-866-5180 Fax: 270-866-8358

Today's Date: \_\_\_\_\_

Name of organization and responsible person for the event:

\_\_\_\_\_

This is a:    \_\_\_Ministry Group            \_\_\_Community Group  
                 \_\_\_Non-Member Group        \_\_\_Member Group

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

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Nature of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Is this event a fundraiser? \_\_\_\_\_

What ministry will monies go to support? \_\_\_\_\_

Person(s) in charge of handling funds raised \_\_\_\_\_

Time of actual event: From \_\_\_\_\_ to \_\_\_\_\_

Total time needed (including set-up & clean up): From \_\_\_\_\_ to \_\_\_\_\_

What portion of the church building are you requesting for your use? \_\_\_\_\_

\_\_\_\_\_

Number of people expected at your function: \_\_\_\_\_

Will food be served? \_\_\_\_\_ Will it be prepared on or off the premises? \_\_\_\_\_

Will your event include decorations? \_\_\_\_\_ What type? \_\_\_\_\_

Will you need access to building prior to the day of event to decorate? \_\_\_\_\_

If so, when: \_\_\_\_\_

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**Please circle all of the following bulleted items your event will require:**

- Sound system**      •**Video**      •**Special Lighting**

Will you be hiring one of our media team members to run the sound, video, or lighting for \$20 per hour? (Circle one): *Yes / No*

If not, who will be running the equipment? \_\_\_\_\_ This person will need to set up an appointment with the office to be trained on the equipment.

- Organ**      •**Piano**

•**Furniture moved or set-up**

Please note that all furniture set-up and take-down is the responsibility of **those in charge of the event**. To access the room with the tables, you will need to pick up a key from the office, to be returned after the event. *No tables, chairs, or other items may be removed from rooms other than the table storage room unless otherwise specified and approved.*

•**Tablecloths**

All tablecloths must be checked out from the church office.

*Who will be in charge of cleaning the tablecloths and returning them to the office?*

Name of person in charge \_\_\_\_\_ Phone Number \_\_\_\_\_

•**Ice Machine**

The room with the ice maker requires a key, which can be picked up in the office, to be returned after the event.

Are there any other needs? \_\_\_\_\_

Would you like for the walking track to remain open for public use? \_\_\_yes      \_\_\_no

***When the event is finished, use the cleaning supplies provided in the ROCK kitchen cleaning closet to return the facilities to the condition you found them in and return any borrowed keys or other items.***

I have read the *Russell Springs United Methodist Church Building Guidelines* and intend to comply with all conditions of said policy.

Signed: \_\_\_\_\_

If you have any questions or need clarification of any portion of this policy, please contact the church office at 270-866-5180. Thank you.

DATE AND FACILITY USE WILL BE CLEARED THROUGH THE CHURCH SECRETARY AND THEN GIVEN TO THE PASTOR OR TRUSTEES FOR APPROVAL. ALL RESERVATIONS ARE TENTATIVE UNTIL APPROVAL IS GIVEN AND EVENT IS PLACED ON THE MASTER CALENDAR.

Secretary's approval: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor/Trustee approval: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant advised on (date): \_\_\_\_\_