

# APPLICATION FOR USE OF THE CHURCH

Glenelg United Methodist Church  
13900 Burntwoods Road, Glenelg, MD 21737  
(410) 489-7260; FAX (410) 489-9609

\_\_\_\_\_  
Name of Organization Requesting Use of the Church

\_\_\_\_\_  
Date Request Made

\_\_\_\_\_  
Name and Phone # of Requestor

\_\_\_\_\_  
Date Answer Needed

\_\_\_\_\_  
Requestor=s Address

\_\_\_\_\_  
Type of Activity

\_\_\_\_\_  
Space or Room(s) Needed

\_\_\_\_\_  
Use of this building is  One time  Recurring

\_\_\_\_\_  
Date(s) Requested for Facility

\_\_\_\_\_  
Times Requested for Facility (including setup & cleanup)

\_\_\_\_\_  
Start/End Times of Event (**not** including setup & cleanup)

\_\_\_\_\_  
Special Requirements (Tables, chairs, etc)

Food to be served  Key needed   
Beverages served  Custodial Services   
Kitchen required

**In using these facilities, I agree to abide by the following requirements:**

- 1) There will be no alcoholic beverages served on the church grounds.
- 2) There will be no smoking inside the church building.
- 3) I will be responsible for any unusual damage.
- 4) I will leave the areas used as they were found.
- 5) I will turn off the lights and lock the doors before leaving.

\_\_\_\_\_  
Signature of Person Responsible for Activity

## This Block is for Pastor and Trustees Use Only

Approved  Disapproved by Pastor \_\_\_\_\_  
 Approved  Disapproved by Trustee \_\_\_\_\_  
 Dates posted on church calendar by \_\_\_\_\_  
 Custodian Scheduled by \_\_\_\_\_

### Room-Building Fees

Activity Type	Amount	Received
<input type="checkbox"/> No Charge - Church Activity		
<input type="checkbox"/> Room-building use charge - Other Activity	_____	
<input type="checkbox"/> Other charges (Custodial, Kitchen, etc)	_____	
<b>TOTAL</b>	_____	

Please see the reverse side of this sheet for payment and other instructions.

## Instructions

1. When indicating the times requested for the facility, include all necessary time for setup and cleanup. When indicating the start and end times of the activity do not include time for setup and cleanup.
2. Custodial costs are included in the building usage fees for weddings.
3. The church secretary is only responsible for posting the activity on the church calendar and notifying the requestor. **All approvals are made by the Pastor and the Board of Trustees. All fees are set by the Board of Trustees.**
4. All Applications for Use of the Church are reviewed and approved at the Board of Trustees monthly meetings. This meeting is usually held on the **1<sup>ST</sup> Sunday** of the month. Please allow enough lead time for your request so that it can be acted upon in a timely manner.
5. Payments for church usage will be made to the church office one week prior to the event. Make checks payable to the **Glenelg United Methodist Church**.
6. Contact Larry Hall for access to the building one week prior to the event.

Revised 3/10