

CONDITIONS FOR BUILDING USE

The ministry of the United Methodist Church of Ludington is to share our building with as many Christian, service, and community groups as possible, as often as possible.

All requests for facility use are considered on a “first come, first served” basis.

1. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the facility which will be used, including entrances and exits.
2. No smoking or alcohol is permitted in any area of the premises.
3. Special items, such as TVs, VCRs, DVDs, etc. must be furnished and set up by the user or user’s organization. Please phone the church office if this is a problem.
4. User agrees to replace or pay for any damages incurred by his/her use.
5. User agrees that user will not assign any of user’s rights under this agreement, and any such assignment will void this agreement at the sole option of UMC.
6. If food is served, following the event the carpet must be vacuumed, tables wiped, trash thrown in the dumpster, and kitchen swept and cleaned. If this is not done, a cleaning fee will be assessed. Please contact the church office (843-8340) for the location of cleaning supplies.
7. No chancel furniture may be moved without permission of Pastor Dennis.
8. Do not serve any red beverages. They permanently stain our carpet.
9. For all events except weddings: If you plan to publicize your event with announcements or posters, please show the drafts to the office manager or Trustees chairperson for approval before you publish or distribute them.

BUILDING USE APPLICATION
UNITED METHODIST CHURCH OF LUDINGTON
5810 Bryant Road, Ludington MI, 49431 * 231-843-8340

Application Date _____

Date(s) of Event _____ Time of Event _____

Name of Organization and/or Event: _____

Type of Organization:

- Church Group _____
- Church Member _____
- Community Group _____
- Charitable Organization _____
- Service Club _____
- Private Individual(s) _____
- For Profit Group _____

Brief description of activity and number of people:

Requesting person: _____ Phone: _____
Contact person _____ Phone: _____
UMC Member(s) _____ Non-UMC Member _____

(UMC member must be willing to supervise the event, including opening and closing church for setup as well as the event, and must be designated at the time of the church use application).

Requesting permission to use the following facilities:

- Pavilion _____ Including: use of: _____
- Infant Nursery _____
- Fellowship Hall _____
- Kitchen _____
- Library _____
- Sanctuary _____

Required use fee, if any: \$ _____

I HAVE READ AND AGREE TO THE CONDITIONS ON THE BACK SIDE OF THIS APPLICATION.

Applicant's Signature & Date _____

\$50 Wedding Application Fee Paid (Date) _____

Office Manager's Signature and Date _____
(RESERVATION NOT VALID UNTIL APPROVED BY OFFICE MANAGER)

Trustee's (if needed) Signature and Date _____