



# Bald Eagle Valley Community United Methodist Church

111 Runville Road

Bellefonte, PA 16823

814-353-8870

Return this form and payment to Facilities Coordinator, Karen Butler, 814-355-3718



## Request for Use of Church Facilities

Please see the additional information on back.

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

Name of Person Making Request: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

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

Contact Person (if different from requester): \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

PURPOSE or TYPE of event: \_\_\_\_\_

Name and Address of Organization (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Fees

Please make check payable to *BEVC-UMC*

Return this form with total payment to **Karen Butler, Facilities Coordinator.**

(ALL events MUST be scheduled through the Facilities Coordinator.)

<b>BEVC-UMC-Members Donation plus \$25 Custodian Fee for any event (except weddings*)</b>  <b>Note: There is NO charge for funerals or funeral dinners for members.</b>	<b>BASIC Fees ( Except Weddings*)</b>	
	Sanctuary.....	\$75
	Fellowship Hall.....	\$75
	Classrooms.....	\$25
	Kitchen.....	\$25
	Kitchen w/stove.....	\$50
	Custodial Services...	\$25
	Pavilion.....	\$40

<b>Calculate your fees here:</b>	
Sanctuary.....	_____
Fellowship Hall .....	_____
Classrooms .....	_____
Kitchen .....	_____
Kitchen w/stove .....	_____
Custodial Services .....	\$25
<b>TOTAL .....</b>	_____

\*Custodian fee is required for all events.

\*Weddings (\$250 non-members/\$150 BEVC-UMC members)

Wedding fee includes use of church facilities and custodian fee (\$25-regardless of membership). The wedding fee DOES NOT include kitchen or stove. It DOES NOT include Pastor's fee, Sound Technician fee (\$25-suggested minimum), or Accompanist/Organist fee. These need to be negotiated and paid separately. The Sound Technician must be an approved BEVC-UMC tech.

**PLEASE READ ADDITIONAL RULES ON BACK OF THIS FORM**

**Certificate of Insurance:** Organizations using BEVC UMC facilities will provide liability Insurance for themselves or for the sponsoring organization. This certificate must be presented to the Church Office no later than three(3) business days prior to the event. Failure to present the certificate will result in refusal for use of the facility.

Be it understood that the use of and participation in activities not sponsored by BEVC UMC could create a risk of injury due to the nature of the event or the said condition of area/room. Each said participant must examine and determine their individual wish to participate in said activities.

BEVC UMC shall not be held liable for injury, loss, or damage arising from participation in any activity not sponsored by BEVC UMC. The participant agrees to indemnify BEVC UMC against any claims arising from any and all activities. The sponsoring group/person will be responsible for any damage to BEVC UMC as a result of the activities held and the participants' treatment of said premises.

**BEVC UMC'S building and grounds are alcohol and smoke-free.**

Signature of Person Requesting Facility	Date	BEVC-UMC Designee
OFFICE USE: Amount Paid \$ _____	Check # _____	Date: _____ Insurance Certificate YES NO
Completed Copies: <input type="checkbox"/>	Janitorial <input type="checkbox"/>	Treasurer <input type="checkbox"/> Snow Removal (if applicable)