

APPLICATION TO USE THE CHURCH BUILDING

This form must be submitted no later than 2 months prior to the event.

PLEASE READ AND SIGN THE ATTACHED FEE SCHEDULE AND GUIDELINES FOR THE USE OF THE BUILDING.

NAME (INDIVIDUAL OR ORGANIZATION): _____

1) CONTACT PERSON: _____

PHONE: _____

ADDRESS: _____

NATURE OF ACTIVITY: _____

PURPOSE OF GROUP OR ORGANIZATION: _____

2) IS THIS A RECURRING ACTIVITY? YES NO

3) IS IT IN ENGLISH? YES NO

4) ACTIVITY DATE: _____

TIME: _____

MM/DD/YY

5) SPECIAL INSTRUCTIONS (REHEARSALS, SETTING UP, EQUIPMENT, ETC.):

FOR CHURCH USE ONLY

AUTHORIZATION BY BOARD OF ELDERS

DATE:

OFFICER:

MM/DD/YY

SIGNATURE

RECOMMENDATION REGARDING FEES AND SPECIAL INSTRUCTIONS:

AUTHORIZATION BY FINANCE AND ADMINISTRATION BOARD

DATE:

OFFICER:

MM/DD/YY

SIGNATURE

FEES TO BE ASSESSED AND SPECIAL INSTRUCTIONS FOR THIS ACTIVITY:

GUIDELINES FOR THE USE OF THE BUILDING FOR ALL AUTHORIZED USERS

1. **DECORATION:** Those using the facility must provide any flowers and candles for the events. The florist must make an appointment at least two weeks prior to the ceremony in order to check the requirements and restrictions established by the church. Flowers and arrangements will not be allowed if this requirement is not met. All items must be retrieved after the event as the church is not responsible of collecting, retaining, or returning any items.
2. **CUSTODIAL SERVICES:** Custodial services must be arranged through the church office with the church's administrator. No arrangements will be made independently from the administrator with the custodial staff. All plans for use of the building and decorating must be planned so as not to conflict with the regular church functions. This is especially important with regard to afternoon and evening wedding cleanup.
3. **SPECIAL REGULATIONS:**
 - Alcoholic beverages are prohibited on the church premises. Smoking is prohibited on the church premises.
 - Plan your decorations so that they do **not** mark nor deface the building neither its furnishings. No nails, staples, tacks, tape, glue, etc. may be used. Any damages will be subject to restoration or restitution at your expense.
 - None of the furnishings are to be moved except in the chancel area of the sanctuary, and all such moving of furnishings must be approved by the administrator and performed by the church's custodial staff.
 - Under no circumstances will the church be liable for lost or forgotten items by the bride, the groom, the photographer, guests, or any other person inside or outside of the church or parking lot.
 - The church emblems or symbols on the altar may not be removed.
 - Photographs may be taken in the sanctuary before and after the event, but photography during the service must be authorized by the officiating Pastor.
 - It is not permitted to use high-intensity electrical lights for photographs or recordings. Our electrical system is not designed to handle such high-intensity equipment. Sound recordings must be approved by the officiating Pastor.
 - **ALL EVENTS MUST END BY 9 P.M.**
 - Any authorized users will ensure that **all** personnel and equipment are removed from the church premises by 9 p.m. on the same day of usage. The church is **NOT** responsible of collecting, retaining, or returning any items.
4. **PARKING:** There are **23** parking spaces provided for the events at the church. All beyond this number are asked to park where allowed on the street or in near-by commercial parking areas. It is **not** permitted to double-park, **nor** especially to block the circle driveway.
5. **DEPOSIT AND FEES:** Please see the attached Schedule of Fees. In addition to the fees, a refundable deposit of \$250 is required to cover possible damage to the church's facilities. This deposit is fully refundable unless there are extra hours to pay or expenses for damages to the church's facilities. This deposit is to be paid upon the approval of this application. **The total amount must be paid at least three (3) weeks prior to the ceremony. Payment will be accepted in cash only. The church will not accept checks.** If your payment is in Quetzals, the church will work with the current exchange rate.

I, _____, have read and understood these guidelines and agree to abide by them for my use of the Union Church facilities on _____ .
MM/DD/YY

I, _____, have read and understood these guidelines and agree to abide by them for my use of the Union Church facilities on _____ .
MM/DD/YY

BUILDING USE FEE SCHEDULE

Room		Member ¹	Non-Member
DAMAGE DEPOSIT	<input type="checkbox"/>	\$250	\$250
Sanctuary	<input type="checkbox"/>	\$300	\$700
Holman Hall	<input type="checkbox"/>	\$ 85	\$250
Perry Room	<input type="checkbox"/>	\$ 85	\$250
Anderson Room	<input type="checkbox"/>	\$ 85	\$250
Youth Room	<input type="checkbox"/>	\$ 85	\$250
Kitchen	<input type="checkbox"/>	\$ 85	\$250
Funerals (Blane Chapel)	<input type="checkbox"/>	-	\$250
Funerals (Holman Hall)	<input type="checkbox"/>	-	\$250
TOTAL			

Additional fees if using UCG ministry personnel (for both members and non-members):

- Officiating Minister – \$200
- Pianist – \$125
- PowerPoint Operator – \$ 50

¹ **Members and regular attendees of Union Church may make an application to the Elders' Discretionary Fund for financial assistance if these fees are financially too restrictive.**

I, _____, have read and understood this
**Building Use Fee Schedule and agree to honor it for my use of the Union
Church facilities on** _____ .
MM/DD/YY

I, _____, have read and understood this
**Building Use Fee Schedule and agree to honor it for my use of the Union
Church facilities on** _____ .
MM/DD/YY