

Mount Olivet United Methodist Church

Building and Use Application

Name: Group or Individual : (if a wedding party please include bride and groom's name and addresses)

Address: _____

Phone (home): _____

Phone (other): _____

Email _____

Person responsible for fees: _____

Phone: _____

Address: _____

Type of Function: _____

Schedule:

Day: _____

Number of people expected: _____

Date: _____

Anticipated Arrival Time: _____

Function Time: _____

Anticipated Exit Time: _____

What facilities are needed:

Kitchen: _____

Room A: _____

Sanctuary: _____

Room B: _____

Other: _____

Room C: _____

Library: _____

Kitchen, Cooking and Serving use: (A deposit or fee will be required for cleanup.)

Who will be responsible for the following:

Room set-up: _____

Restoration: _____ *Return tables, chairs and other objects to original location*

Clean-up: _____ *Bag up trash, pick up clutter, wash & replace any kitchen items used, clean all counters, sinks, etc.*

Unlock: _____

Lock-up: _____

The church will be responsible for cleaning the rest rooms, vacuuming carpets and trash removal.

Note: An inspection will be made following use and the user notified if conditions are not completely restored and/or damages are done.

Covenant: In exchange for use, I promise to follow the guidelines and regulations governing the use of this facility, and will be responsible governing the use of this facility, and will be responsible for it being restored to the condition prior to my use.

Date Submitted: _____ Applicant Signature: _____

Date Approved: _____

Minister: _____

Board of Trustees, Chairperson: _____

MOUNT OLIVET UNITED METHODIST CHURCH

WEDDING FEES WORKSHEET

ITEM	INACTIVE MEMBERS & NON-MEMBERS	MEMBERS
Minister	250.00	
Organist: Planning & Ceremony	200.00	150.00
Organist: Extra Fees for Practice with Soloist		
Technical Minister: video and/or DVD duplication (DVD's being supplied by wedding party), microphones for soloists, CD musical accompaniment	100.00	50.00
Sanctuary	500.00	
Rain Date	200.00	
Kitchen	100.00	
Fellowship Hall (Rooms A, B & C)	100.00	
Reception	100.00	
Rehearsal Party or Dinner in Fellowship Hall	100.00	
Meeting Room	25.00	
Cleaning All Church Weddings	200.00	200.00
Cleaning All Receptions	100.00	100.00
Cleaning for Rehearsal Party or Dinner in Fellowship Hall	100.00	100.00
Totals		

Updated 4/14/11