



Chalfont United Methodist Church

11 Meadowbrook Lane, Chalfont, PA 18914

FACILITY REQUEST

Application Date _____ Date of Event _____

Name of Organization _____ Website _____

Address _____

City, State, Zip _____

Contact Person _____ E-mail address _____

Daytime telephone _____ Cell: _____

What is the best way to reach you? _____

Type of Organization

- Non Profit 501 © 3 or 4
- Professional organization
- School
- Unincorporated association

- For Profit
- Religious organization
- Government organization
- Other

Purpose of event _____

Estimated number of expected attendees _____

Will the event be recurring?

One time only

Weekly _____

Monthly

Multiple days

Number of days _____

Room(s) Requested:

- Sanctuary (\$75.00 custodial fee)
- Family Life Center 58x50 (\$200 flat rate) * +
- Kitchen (\$50 use of ovens, dishwasher...)**
- Library (\$50.00)
- Nursery
- Toddler classroom

- Fellowship Hall (lower level) 30x47 (\$150)
- Kitchen/class room (lower level) 25x20
- Game Room (lower level) pool table/ping-pong
- Classroom (lower level)

* dinner setup=12 tables (oblong, round or mixed) w/8chairs each

+ (\$10 per extra table w/8 chairs)

** (+ \$100 use of dinnerware)

Pavilion (outside) (\$100.00)

Grounds

Starting time of event _____ Duration of event _____

Amount of access time needed _____

Set up of tables, chairs, etc. needed: _____

Are rehearsals needed? ___ Yes ___ No

Date/time for each requested rehearsals _____

Will tickets be sold/fees assessed to participant? ___ Yes ___ No

If yes, ticket prices/fee per participant \$ _____

Will an offering be taken? ___ Yes ___ No

If yes, how will the proceeds be used? _____

Other pertinent information concerning your event (Provide as much as needed so that we can fully assess your request):

If your application is approved, you will agree to have a Certificate of Insurance, naming Chalfont United Methodist Church (CUMC) as an additional insured on file with the church no later than two (2) weeks prior to the date of your event. You will also agree to indemnify and hold harmless (CUMC) from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of your involvement/activities at CUMC and reimburse CUMC for any such expenses incurred.

If you cannot provide a Certificate of Insurance, user understands that the responsibility to obtain liability and property insurance for its use of the facilities is upon the User. It is not the duty or responsibility of Church to insure the User's use of the facilities.

User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in Church's locale; User will not engage in any activities in violation of such laws, ordinances, rules and regulations. *(CUMC expects that its facility will be used in a careful and appropriate way. No food or drinks are allowed in the Sanctuary or Narthex, with the exception of water and Communion elements. This is a non-smoking and non-alcohol use facility. Smoking and drinking and the use of illegal substances are not permitted.)*

User shall have a written policy which is intended to protect the safety of children, youth, and persons at risk. It shall be User's duty and responsibility to implement and administer all aspects of its Policy and CUMC shall have no direct responsibility therefore.

When your application is approved, you will be sent a "Facility Use Agreement", which signifies that the dates are available. A 50% deposit is due with the completed "Facility Use Agreement"; with the balance due two (2) weeks prior to the event, unless special arrangements are made in writing. If no facility fees are charged, a \$25 non-refundable processing fee will be charged and is due with the completed "Facility Use Agreement."

Return completed Facility Request to:

Chalfont United Methodist Church

Attn: Office

11 Meadowbrook Lane, Chalfont, PA 18914

215-822-2807

office@Chalfontumc.org

Facility Guidelines

Room Capacity

Sanctuary	seating capacity
Family Life Center (58x50)	maximum auditorium style seating table seating
Library	auditorium style seating
Fellowship Hall (30x47)	auditorium style seating table seating

Parking lot capacity is 79 cars (+4 handicapped). The user will be allowed to use the majority of the parking lot if the church calendar permits.

Activities must conclude no later than 11:00 p.m. There will be an additional charge for overtime.

Sanctuary instruments or furniture, including the piano or pews, will not be moved unless arrangements are made in advance with the Office.

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Decoration may not be nailed, taped, stapled or otherwise applied to the walls, ceilings, light fixtures, doors or floors. **Any exception must go through the Office.**