

Trinity United Methodist Church

703 West Patrick Street
Frederick, MD 21701
301-662-2895 Fax 301-662-3308
tumc@trinityfrederick.org

APPLICATION FOR BUILDING USE

Requested Date: _____ (date completing this application)

Reoccurrence: _____

(I.E. monthly, weekly, one time only, etc.)

Start Date: _____ End Date: _____ (please note, if approved, for recurring events, TUMC will reevaluate after the end date in order to renew for another term i.e. 6 months or 1 year)

Hours: From _____ To _____

Room(s) requested: _____ Approximate # of Attendees: _____

Name of Organization: _____

Type of program or meeting: _____

Brief Description of Event/Group: _____

Person making request: _____

Address: _____

Telephone: _____ Email: _____

Person in charge of organization: _____

Address: _____

Telephone: _____ Email: _____

If request for use of building and facilities is granted, the regulations listed hereon will be observed, and this organization will assume all responsibility.

Signed: _____ Date: _____

*Applicant must be 18 years of age or older

Application: Approved _____ Date: _____ Other: _____
Denied: _____ Date: _____

Fees for usage: Multipurpose room \$100
Multipurpose room + additional space: \$150
Recurring use of space (weekly, bi-weekly, monthly, etc) will be established upon approval of this application

All checks should be made payable to TUMC and must accompany this application. Please note "space sharing" in the memo of your check. A copy of the application will be returned to you if approved. If not approved, your check will be returned.

Additional Information-Please Initial to Acknowledge

1. **Room Reassignment Policy:** On occasion, TUMC may need to temporarily reassign the requested room due to emergencies or special church related events such as memorial or funeral services.

Initials: _____

2. **Contact Information Policy:** Please keep all information concerning event/group up to date by informing the church office 301-662-2895 or tumc@trinityfrederick.org: change of coordinator's info, change of group date/time, cancelling or rescheduling the event/group. Failure to keep TUMC up to date may result in cancellation of use of assigned space.

Initials: _____

3. **Inclement Weather Policy:** It is at the discretion, and responsibility, of the coordinator for the group/event to communicate any group cancellations to group members due to inclement weather. In the event TUMC or the church office is closed, notification will be made on the website and via radio.

Initials: _____

4. **Key Policy:** Once a key holder has been assigned and given a key to access the church building for the event/group use, it is his/her responsibility to keep the key for the duration of the event/group. Upon completion of the event/group, the key holder must promptly return the key in a timely fashion to the church office via regular office hours or in the dropbox outside the church office. Should the event/group coordinator need to change the key holder, you must notify the church office of the change and receive approval prior to passing the key to the new key holder. Failure to return the key in a timely fashion may result in discontinuation of church building use for future events.

Initials: _____

5. **Sharing of Space Policy:** Trinity United Methodist Church is honored to open up our doors to the community to share our space. That being said, if your group at any time is unable to maintain the room or space (leaving the room in the same condition you found it in) you will be unable to continue sharing space with the church, and will be asked to turn in your key to the church office.

Initials: _____

Please return the application and initialed rules and regulations (separate document) to the church office during office hours or email tumc@trinityfrederick.org.

*****OFFICE USE ONLY*****

Key Given _____

Person in Charge of Key _____ Contact Info _____

Date Given _____ Date Returned _____

Deposit/Initial Fee _____

Date _____

Check # _____

Final Event/Group Schedule: _____ **Scheduled in Calendar:** _____

Alterations to the above:

Date _____ Changes Made _____ Date _____ Changes Made _____

Date _____ Changes Made _____ Date _____ Changes Made _____