



917 Clanton Road, Charlotte, NC 28217
704-523-7483 Office; 704-523-1388 Fax

FOR OFFICE USE ONLY

Approved/Signature
Declined/Signature
Amount Of Fee \$
Fee Due Date

REQUEST FOR FACILITY USAGE
(For use of the Church and/or its property)

Please PRINT

Today's Date
Name Of Event
Name Of Contact Person
Address

Street Apt. # City State Zip Code
Telephone Numbers: Home Work
Cell Other

Sponsored by (group/organization)

Are you a member of The United Methodist Church? Yes No If yes, name of Church

Date of Event (include day, month, date, year)

Set Up Time Start Time

Clean Up Time End/Close Time

Number of persons involved in planned activity/event

Is this a recurring activity/event? Yes No

If yes, please specify: Weekly Bi-Weekly Monthly Bi-Monthly Other(s)
(examples: every Monday or monthly--every 3rd Thursday or bi-monthly--every 2nd Sunday starting in February)

Describe Event:

What area(s) do you want to reserve?

Sanctuary Classroom The Grounds/Parking Lot
Fellowship Hall Library Kitchen

NOTE: The use of the chrome (gray/silver) refrigerator and/or freezer is PROHIBITED. It is for the use of the Child Development Center ONLY.

Other needs (if any) Sound System Chairs Tables Other/Specify:

Signature of Person Making Request

NOTE: This request will not be processed without proper signature

By submittal of this form, the signee accepts all conditions for us of the facility as listed on the attached "Facility Rental Information" document. This form must be submitted to the Church Office Monday thru Friday 10:00am to 2:00pm at least two (2) weeks prior to the date of the event. A \$25.00 non-refundable fee is due at the time of reservation request for an event. Please make check payable to St. Mark's United Methodist Church. There will be a \$35.00 service charge for Non-Sufficient Funds payable in cash or money order.

**CHURCH RENTAL RATES
GENERAL USE**

***(Adopted by the Administrative Board effective 1994)
Amended July 1, 2017***

GENERAL USE:

Excluding weddings, community meetings and worship services.

Member*	\$125.00
Non-Member	\$250.00

A non-refundable deposit of \$25.00 is to be included with request form. Request will be placed on the calendar when deposit is paid. The balance is due 2 weeks prior to date of event. ***If funds are not paid in full, the facility will not be available for use.***

FUNERALS:

*Member	No rental fee
Non-Member	\$75.00 maintenance fee

Fees for the musician need to be handled separately with the musician; outside musicians need to get prior approval before playing.

Fees for the AV Ministry need to be handled separately with the AV technician.

NOTATIONS: *Member is defined as anyone who is a member of the United Methodist Church Connection.
**Changes to information inclusive may occur without notice.

REQUEST FOR FACILITY USAGE FOR WEDDINGS ONLY

Please PRINT

Today's Date _____

Name Of Bride _____

Address _____

Street Apt. # City State Zip Code

Telephone Numbers: _____ Home _____ Work

_____ Cell _____ Other

Name Of Groom _____

Address _____

Street Apt. # City State Zip Code

Telephone Numbers: _____ Home _____ Work

_____ Cell _____ Other

Rental for weddings must be in the name of the bride and groom.

Are you a member of The United Methodist Church? ___ Yes ___ No If yes, name of Church _____

Date of Wedding Rehearsal _____ (include day, month, date, year)

Start Time _____ Clean Up Time _____ End/Close Time _____

Number of persons involved in planned activity/event _____

What area(s) are needed?

___ Sanctuary ___ Classroom ___ The Grounds/Parking Lot
___ Fellowship Hall ___ Library ___ Kitchen

Other needs (if any) ___ Sound System ___ Chairs ___ Tables ___ Other/Specify: _____

NOTE: The use of the chrome (gray/silver) refrigerator and/or freezer is PROHIBITED. It is for the use of the Child Development Center ONLY.

Date of Wedding _____ (include day, month, date, year)

Set Up Time _____ Start Time _____

Clean Up Time _____ End/Close Time _____

Number of persons involved in planned activity/event _____

What area(s) are needed?

___ Sanctuary ___ Classroom ___ The Grounds/Parking Lot
___ Fellowship Hall ___ Library ___ Kitchen

NOTE: The use of the chrome (gray/silver) refrigerator and/or freezer is PROHIBITED. It is for the use of the Child Development Center ONLY.

Other needs (if any) ___ Sound System ___ Chairs ___ Tables ___ Other/Specify: _____

Will wedding reception be held at this location (the church) or off the site? ___ Yes ___ No

FEES:

*Member	No rental fee \$125.00 maintenance fee
Non-Member	\$250.00 Rate is for a maximum of 6 hours the day of the wedding.
Reservation Fee	Non-members will be assessed a \$25.00 non-refundable deposit for weddings only. The deposit is included as part of the total fee which is due with the request form.

A non-refundable deposit of \$25.00 is to be included with request form. Request will be placed on the calendar when deposit is paid. The balance is due 2 weeks prior to date of event. If funds are not paid in full, the facility will not be available for use.

Fees for the musician need to be handled separately with the musician; outside musicians need to get prior approval before playing.

Fees for the AV Ministry need to be handled separately with the AV technician.

Signature (Bride or Groom) _____
NOTE: This request will not be processed without proper signature

By submittal of this form, the signee accepts all conditions for us of the facility as listed on the attached "Facility Rental Information" document. This form must be submitted to the Church Office Monday thru Friday 10:00am to 2:00pm at least two (2) weeks prior to the date of the event. A \$25.00 non-refundable fee is due at the time of reservation request for an event. Please make check payable to St. Mark's United Methodist Church. There will be a \$35.00 service charge for Non-Sufficient Funds payable in cash or money order.

FACILITY RENTAL INFORMATION

(Effective 1994 --- Amended July 1, 2017)

Clean Up

Each renter is responsible for leaving rented space(s) clean and free of trash. Additionally, all renters' equipment, not the property of St. Mark's United Methodist Church (SMUMC), must be removed the day of the event. SMUMC will not assume responsibility for any lost or stolen renter's property or equipment.

FOOD/BEVERAGE

Food and beverage are allowed in the kitchen and the fellowship hall. Food and beverages are not allowed in the sanctuary or the Church library. Alcoholic beverages are not permitted on the premises of SMUMC.

HOURS

Any setup of equipment, table, and chairs, before the time scheduled on the contract will be allowed only with prior approval of SMUMC. All persons must be out of the building by 10:00pm.

LIABILITY

The renter agrees to assume all responsibility for any illness or injury resulting from the event (including food poisoning) and for loss of property of any guest or other person at the event. Renter also assumes responsibility for damage or theft to the SMUMC facility, equipment and/or materials caused by anyone entering the premises as a result of said event and will reimburse SMUMC for such expenses.

SMOKING

This is a smoke-free facility. **Smoking, vaping, drugs, and weapons** are not permitted on the premises of St. Marks United Methodist Church.

MAINTENANCE

SMUMC is not responsible for the moving, setting up, or taking down of any equipment brought in by or for the renter. SMUMC will not sign for deliveries of any kind; it is the responsibility of the renter to make arrangements to sign for any outside rental equipment.

FOR ADMINISTRATIVE USE ONLY

Cost:

_____ Room Rental/Utilities
 _____ Custodial Fees
 _____ Other(s)/Specify (if any) _____

Payment to be received by _____

Board of Trustees:

___ Approved
 ___ Declined Reason for decline (if needed) _____

Board Signature _____ Date _____

Payment Received on _____
 _____ Cash
 _____ Check # _____
 _____ Money Order # _____

Payment to be received by _____

Non-Sufficient Funds Charges (if occurs)

Payment Received on _____
 _____ Cash
 _____ Money Order # _____

Payment to be received by _____ (date)