

Agreement for Use of Facilities

University United Methodist Church 18422 Culver Drive Irvine CA 92612
Phone: 949.786.8354 office@uumcirvine.org www.uumcirvine.org Fax: 949.786.8354

Desired dates and times:

Re-occurring Use? _____

Month _____

Day of Week: _____ Time Begins: _____ Time Ends: _____

Set up Time Needed? Date _____ Time: _____

Contact Person's Name & Phone: _____

Name of Organization _____

Address: _____ Phone: _____

Email: _____ Cell: _____

Form of Organization: corporation____ partnership ____unincorporated association ____

Public school____ private school ____ government entity ____ other _____

Are you a religious organization? _____

Do you have IRC 501C3? Tax ID# _____

Can you provide insurance naming University United Methodist Church as additionally insured for \$1,000,000? (Must be received prior to first use.)

Rooms desired:

- Sanctuary ____ (\$100 per hour)
- Education Building Room(s) A __B__C__D__ Nursery__ Kitchen__ (\$50 per hour per room)
- Stewart Hall____ (\$75 per hour)
- Williams Fellowship Hall ____ (\$100 per hour)
- Williams Kitchen____ (\$50 per hour)
- Williams Center of Warmth____ (\$50 per hour)
- Youth Lounge ____ (75 per hour)

Church Equipment requested: Sound _____ Audio Visual____ Piano _____ Screen _____
(deposit of \$100 required)

Number of days expected to use the facilities: _____ (includes set-up and take-down)

Are you or members of your organization members of the church? _____

Names: _____

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Number of people expected? _____ Number of cars expected _____

For church use	
Approved _____	Date _____
Trustee Initial: _____	
Notified by phone: ____/____/____	Postcard sent: ____/____/____
Total Amount Requested: \$ _____	
Deposit Received: _____ (separate check) by whom: _____	
Disapproved _____ Date _____	
Reason: _____ Trustee Initial: _____	

Key & Key Number distributed to: _____

Phone: _____ Email: _____

If a key is distributed the person listed above is responsible for the return of the key at the end of use. There will be a \$500 charge to the person listed above for any key that is not returned.

Initial