

***The East Longmeadow United Methodist Church***  
*215 Somers Road, East Longmeadow, MA 01028 (413) 525-7416 – Fax 413-525-7416*

**BUILDING USE REQUEST FORM**  
(To be returned to Church Office for inclusion on Master Calendar)

DATE OF REQUEST \_\_\_\_\_

NAME OF GROUP OR COMMITTEE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ACTIVITY \_\_\_\_\_

DATE OF USE \_\_\_\_\_ **OR** REGULAR MEETING SCHEDULE \_\_\_\_\_

TIMES \_\_\_\_\_ NUMBER OF ATTENDEES \_\_\_\_\_

**SPACES NEEDED:**

|                                      |                     |
|--------------------------------------|---------------------|
| _____ ST. MARIE PARLOR               | _____ SOCIAL HALL   |
| _____ SANCTUARY                      | _____ CHURCH OFFICE |
| _____ KITCHEN                        | _____ PARKING LOT   |
| _____ YOUTH ROOM                     |                     |
| _____ CLASSROOMS – Be specific _____ |                     |

**SPECIAL NEEDS:**

\_\_\_\_\_ MUST BE HANDICAPPED ACCESSIBLE

\_\_\_\_\_ NEED VIDEO

\_\_\_\_\_ CHALK BOARD/EASEL

\_\_\_\_\_ TABLE(S)/CHAIRS

\_\_\_\_\_ OTHER: \_\_\_\_\_

**PLEASE REVIEW GENERAL RULES ON THE BACK OF THIS FORM**  
A COPY OF THESE RULES HAS BEEN RECEIVED AND WILL BE OBSERVED:

SIGNATURE OF  
CONTACT PERSON \_\_\_\_\_ TITLE: \_\_\_\_\_

WE ARE A RECONCILING CHURCH AND EXPECT ADHERENCE TO OUR POLICY OF INCLUSION.\*

**\*Statement of Inclusion**

We embrace God's good gift of diversity and believe all persons are of sacred worth. Therefore, we welcome people of every age, race, ethnicity, gender identity, sexual orientation, socio-economic condition, family structure, and physical or mental ability into the full participation of this congregation. Our passion for a wide welcome of all God's children moves us to participate in reconciling and justice ministries so that we might truly open minds, open hearts, and open doors.

REQUEST CLEARED BY: \_\_\_\_\_ CHURCH SECRETARY

APPROVED BY: \_\_\_\_\_ TRUSTEE/PASTOR

## GENERAL RULES FOR BUILDING USE

1. Groups using the rooms will be responsible for:
  - Setting up chairs, tables, etc.
  - Proper supervision
  - Restoring the rooms to original condition
2. Reserved time should include time for set-up and clean-up. Material storage outside of the reserved time requires special permission.
3. **Smoking is not permitted anywhere in the building or on the church property.**
4. Refreshments may be served. Use of the kitchen to prepare food and/or dishwasher requires special permission and additional fees.
5. **Alcoholic beverages are not permitted anywhere in the building or on the church property.**
6. No materials may be attached to doors, walls or other surfaces that will cause any damage.
7. All materials or supplies must be furnished by the user.
8. Telephones may be used for local calls only.
9. All lights should be turned off, windows closed, and doors locked when exiting the building.
10. **Any person/organization using this facility hereby accepts responsibility and liability for any claims attributable to their use of facilities.**
11. Wedding ceremonies and funeral services are coordinated through the Pastor.
12. Arrangements should be made with the Board of Trustees to unlock and lock the doors.
13. We reserve the right to assign another space should the need arise.
14. **Anyone violating these rules may be asked to leave and/or denied future use of the facilities.**

|   | <b>Church Sponsored<br/>Groups &amp; Members</b> | <b>Not-for-Profit<br/>Community Groups</b>       | <b>Other Groups</b>                         |
|---|--|--|---|
| <b>Social Hall</b>                        |  |  |   |
| (Up to 4 Hours)                           |  |  |   |
| Up to 20 People                           |  |  |   |
| Social Hall Only                          | No Charge  | \$15   | \$80  |
| Social Hall & Kitchen                     | No Charge  | \$25 (extra \$25 for use of<br>dishwasher)       | \$100 (extra \$25 for use of<br>dishwasher) |
| Over 20 People (100 max.)                 |  |  |   |
| Social Hall Only                          | No Charge  | \$100  | \$150                                       |
| Social Hall & Kitchen                     | No Charge  | \$125 (extra \$25 for use of<br>dishwasher)      | \$200 (extra \$25 for use of<br>dishwasher) |
| <b>St. Marie Parlor</b>                   |  |  |   |
| (Up to 4 Hours)                           |  |  |   |
| Limited to 10 People                      | No Charge  | \$30   | \$90  |
| <b>Classroom</b>                          |  |  |   |
| (Up to 4 Hours)                           |  |  |   |
|   | No Charge  | \$30   | Not Available                               |
| <b>Sanctuary</b>                          |  |  |   |
|   | No Charge  | \$150  | \$200                                       |
| Organist (check made to<br>"Rick Marcil") | \$200 + \$50 to rehearse<br>with soloist         | \$250 + \$50 to rehearse<br>with soloist         | \$250 + \$50 to rehearse<br>with soloist    |
| Sexton (check made to<br>"Clean-Up Crew") | \$40 (Sanctuary only)<br>\$50 (Sanctuary & Hall) | \$40 (Sanctuary only)<br>\$50 (Sanctuary & Hall) |   |
| <b>Effective February 9, 2018</b>         |  |  |   |