

Minnehaha United Methodist Church (MUMC)
3701 E. 50th Street
Minneapolis, MN 55417

Complete form and return to:
MUMC Church Secretary
612-721-6231

Facility Use Application

Name of Organization/Event _____

Leader _____ Day Phone _____

Cell Phone _____ E-mail Address _____

Secondary Contact _____ Phone _____

Type of Activity _____ # of People in Group _____

Time Activity Begins _____ Time Activity Ends _____

Beginning Date _____ Ending Date _____

Group to meet on _____ basis
(one-time/daily/weekly/monthly/semi-monthly)

Area of facility requested for use _____

Cost associated with area requested for use _____

Conditions and Responsibilities:

- This facility will be used only at the times and dates agreed upon above.
- All fees will be paid prior to use, unless other arrangements are approved.
- All rooms and spaces will be returned to their original condition.
- All injuries to persons and/or damage to property, security system and/or fire alarm incidents will be reported to the church office immediately or after hours to Gene Thompson (612-729-1540) or Steve Meier (612-518-7411).
- Key deposits and replacements are \$25.

Liability: Applicant agrees to accept full responsibility for injury to persons, damage to property, security system and fire alarm charges during the time this facility is used under this agreement. The organization agrees to all the conditions and responsibilities listed above as well as the attached building use guidelines.

(Signature of person responsible)

(Date of Application)

Attach Calendar Listing ALL Dates Requested for Use

All building usage is scheduled through the MUMC Church Secretary

For Office Use Only

Member

Non-Member

Outside Group

Application approved by _____ Date _____

Put on calendar by _____ Date _____

Confirmation Letter mailed _____ Key Issued _____ (if applicable)

Cost _____ Amount Paid _____

(Revised 01/2020)