



**SULLIVAN FIRST UNITED METHODIST CHURCH  
107 N COURT ST.  
SULLIVAN, IN 47882**

Pastor: Rev. Ben Cassiday  
Email: [ben.cassiday@inumc.org](mailto:ben.cassiday@inumc.org)  
Office: (812) 268-4498      Cell: (812) 896-2696

**Building Use Agreement and Application Form**

Revised: 11/21/2014

**Renter Information**

Name of Organization and Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose:  Wedding     Reception     Meal     Other: \_\_\_\_\_

Contact Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_      Contact Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_      Start Time: \_\_\_\_:\_\_\_\_    End Time: \_\_\_\_:\_\_\_\_    Total Hrs: \_\_\_\_\_

	<b>USAGE</b>	<b>NON-MEMBER COST</b>	<b>MEMBER COST</b>
	Sanctuary	\$150.00	\$0.00
	Annex	\$150.00	\$0.00
	Sanctuary + Annex	\$250.00	\$0.00
	Library	\$40.00	\$0.00
	Parlor Room	\$40.00	\$0.00
	Kitchen	\$50.00	\$0.00
	Host	\$40.00	\$40.00
	Janitorial Fee	\$60.00	\$60.00
	A/V (including technician rehearsal and service if A/V is desired)	\$75.00	\$75.00
<b>Honorariums for Weddings (considered appropriate minimums)</b>			
	Organist / Pianist	\$100.00	\$100.00
	Pastor Fee	\$100.00	\$100.00
	Deposit (Returned upon inspection)	\$100.00	\$50.00
	<b>Total</b>		

**SULLIVAN FIRST UNITED METHODIST CHURCH**  
**107 N COURT ST.**  
**SULLIVAN, IN 47882**

**Building Use Regulations**

1. There is no smoking allowed in the church or on church property.
2. There is to be no presence or consumption of alcoholic beverages anywhere in the church or on church property for any event. No exceptions.
3. The Sanctuary is a room of worship and there is to be no running, playing, or other unsupervised activities there.
4. Most groups choose or are assigned specific rooms for events. Please stay in your room(s) as there may be other groups also using the building the same day or time and many rooms may be cleaned and ready for Sunday.
5. The nursery is for the use of children under the age of five and must have a responsible adult (18 yrs. or older) sitter present at all times when the room is in use. Clean up the toys and room before you leave. Please report any broken items to the church office.
6. All children must be supervised at all times in the room where they are by an adult at least 18 yrs. of age.
7. There are pianos located in several rooms of the church. These pianos are not to be used as toys and any damages will be charged to the group responsible.
8. Audio/Visual equipment needed for your event must be reserved in advance with the Church Office. No AV equipment is allowed to leave the building.
9. Please clean the room(s) you use when you are done.
10. If you find anything in need of cleaning, repair, or attention of the Custodian or Trustees prior to, during, or after your event please notify the church office.
11. If using the kitchen, make sure host is present and follow their instruction.

Deposit is due 10 days in advance of the event. The remainder of the cost is due the day before the event. The above costs are to be considered as a flat fee with the deposit of either \$100 or \$50 returned pending inspection of the building. The deposit covers any damage that may occur during the agreed upon rental time or during setup and clean up. The Janitorial fee is based upon a general clean up. We ask that all waste items be disposed of in proper containers, items that were moved be put back in initial proximity and a general respect for the building and therefore to the people who help maintain it. Pricing considerations may be taken into account for non-profit and charitable organizations at the discretion of the Trustees.

Please note: all events and activities which take place at Sullivan First United Methodist Church must not be in violation of the United Methodist Church's *Book of Discipline*. Sullivan First UMC has the right to deny any application submitted should the event conflict with the *Book of Discipline* or our mission statement of sharing the love and joy of Jesus Christ that is within our hearts.

By signing this document, the renter, on behalf of the party for which they are representing, acknowledges that they have read and agreed to the above total cost, the Building Use Regulations, and (if a wedding) the Wedding Policy attached to this Application. The party assumes all responsibility and liability for accidents or injuries which may occur to members allowed access to the event and will hold the Church and / or Trustees blameless from and against such claims.

Renter / Contact	Authorized Church Representative please indicate: ___ Pastor ___ Trustees ___ Ad. Council	Date
------------------	--	------