



Christ United Methodist Church

**REQUEST FOR USE OF SPACE**

Members and Non-Members

PLEASE SEND FORM TO [space@christchurchinthecity.org](mailto:space@christchurchinthecity.org)

**CONTACT INFORMATION**

Requested by \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_  
 Email \_\_\_\_\_  
 Submitted by \_\_\_\_\_  
 Today's Date \_\_\_\_\_

**LOGISTICS**

Day of Request \_\_\_\_\_ Date of Request \_\_\_\_\_

Space requesting \_\_\_\_\_  
 \_\_\_\_\_ Sanctuary  
 \_\_\_\_\_ Parlor  
 \_\_\_\_\_ Kitchen/Dining  
 \_\_\_\_\_ Social Hall/ Basement

Type of Event \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

*NOTE: Maximum duration is 8 hours/daytime and 4 hours/evening*

Will there be food at this event?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**Caterers**

*Caterers are welcome to use the refrigerator, stove, and ovens. Caterers should provide their own linens, paper products, dishes, flatware, and pots and pans. At the conclusion of the event, the caterer or responsible renter is responsible for removing all items brought to the church for the event, as well as any leftover food and drink. You and the caterer are responsible for cleaning up the kitchen and social hall. This includes wiping off counter and cooking surfaces, and restoring to the original location any furniture that has been moved.*

**AGREEMENT**

Date Received by CUMC \_\_\_\_\_ Date Forwarded to Trustee \_\_\_\_\_

Approved \_\_\_\_\_ Unavailable/Inappropriate \_\_\_\_\_

Space assigned \_\_\_\_\_ Rate \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Deposit Due Date \_\_\_\_\_

Balance Amount \_\_\_\_\_ Balance Due Date \_\_\_\_\_

**CONFIRMATION**

I have seen and agreed to the assigned space and the above requirements

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Safe Sanctuary Policy**

*If this event involves working with children, you must also sign off on our Safe Sanctuary policy which is required for all who work with children in our church. Each of your teacher's/staff must sign off on this document for you to use the church. The document asks the signer to acknowledge allegations, convictions of abuse or sexual misconduct with children, and is required by the United Methodist Church.*