

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 _____

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:

- The facility will be used only at times and dates agreed upon.
- All fees will be paid prior to use, unless other arrangements are approved.
- All rooms and spaces will be returned to their original condition.
- Injury to persons and/or damage to property will be reported to the church office immediately.
- Key deposits and replacements are \$25.

Liability: *The applicant agrees to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement. The facility will be left in its original condition. The organization agrees to all conditions and responsibilities.*

(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

Application approved by _____ Date _____

Put on calendar by _____ Date _____

Confirmation Letter mailed _____ Key Issued _____ (if applicable)

Cost _____ Amount Paid _____

(Revised 09/2011)