



FIRST UNITED METHODIST CHURCH CHURCH FUNCTION INFORMATION SHEET

OFFICE USE ONLY	
In Master Calendar	<input type="radio"/> Yes <input type="radio"/> No

Committee/Group Name: _____

Application Date: _____

Contact Person: _____

Contact Phone Number: _____

One Time Event Date: _____

Recuring Event Details: _____

Event Start Time: _____ Event End Time: _____

Room Request:

- | | | | |
|-----------------------------------|---------------------------------|-------------------------------|---------------------------|
| <input type="radio"/> FH | <input type="radio"/> Library | <input type="radio"/> 113/114 | <input type="radio"/> 112 |
| <input type="radio"/> Sanctuary | <input type="radio"/> Con. Rm. | <input type="radio"/> 102 | <input type="radio"/> 306 |
| <input type="radio"/> Kitchen | <input type="radio"/> Youth | <input type="radio"/> 105/Lab | |
| <input type="radio"/> Multi-Media | <input type="radio"/> Music Rm. | <input type="radio"/> 106 | |
| <input type="radio"/> Parlor | <input type="radio"/> Chapel | <input type="radio"/> 111 | |

Set-Up Number: _____

Room Set-Up:

Supplies Needed:

- | | | |
|---------------------------------|-----------------------------------|------------------------------------|
| <input type="radio"/> Classroom | <input type="radio"/> Podium | <input type="radio"/> A / V Tech. |
| <input type="radio"/> Square | <input type="radio"/> Stage Light | <input type="radio"/> Kitchen Mgr. |
| <input type="radio"/> Horseshoe | <input type="radio"/> White Board | <input type="radio"/> Custodian |
| <input type="radio"/> Theater | <input type="radio"/> Mic/Sound | <input type="radio"/> Organist |
| <input type="radio"/> Rounds | <input type="radio"/> Projector | <input type="radio"/> Minister |
| <input type="radio"/> Other | <input type="radio"/> TV / VCR | <input type="radio"/> Security |

Special Requests: _____

Include Info. In Bulletins: YES Run Dates: _____

NO _____

Details: _____

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	29	30	31			



First United Methodist Church

Homosassa Area

8831 W. Bradshaw Street • Homosassa, Florida 34448
(352) 628-4083 • Fax (352) 628-9086 • www.1umc.org

MEMBER FACILITY-USE REQUEST

Application Date: _____

Event Name: _____

Event Description: _____

Contact Person: _____

Contact Number: _____

Cell Number: _____

Contact Email: _____

Event Date: _____

Event Start Time: _____ Event End Time: _____

Set-Up Number: _____

Room Request:

Room Set-Up:

- | | | | | |
|------------------------------------|--------------------------------|------------------------------|------------------------------------|------------|
| <input type="checkbox"/> FH | <input type="checkbox"/> CR | <input type="checkbox"/> 105 | <input type="checkbox"/> Classroom | for: _____ |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Youth | <input type="checkbox"/> 310 | <input type="checkbox"/> Square | for: _____ |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> 102 | | <input type="checkbox"/> Horseshoe | for: _____ |
| <input type="checkbox"/> Music Rm. | <input type="checkbox"/> 106 | | <input type="checkbox"/> Theater | for: _____ |
| <input type="checkbox"/> Chapel | <input type="checkbox"/> 111 | | <input type="checkbox"/> Rounds | for: _____ |
| <input type="checkbox"/> 113/114 | <input type="checkbox"/> 112 | | <input type="checkbox"/> Other | for: _____ |

Supplies Needed:

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Podium | <input type="checkbox"/> Organist |
| <input type="checkbox"/> Stage Light | <input type="checkbox"/> A / V Tech |
| <input type="checkbox"/> Mic/Sound | <input type="checkbox"/> Kitchen Mgr. |
| <input type="checkbox"/> Projector | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> TV / VCR | <input type="checkbox"/> Security |
| <input type="checkbox"/> Linens | <input type="checkbox"/> Minister |

I have read, understand and will comply with the church terms and conditions. I have authority to enter into this agreement as representative of this event and agree to be responsible for all deposits, fees and damages.

Event Representative

Date

Church Representative

Date

OFFICE USE ONLY	
MEMBER	
Staff? <input type="checkbox"/> Yes	Name: _____
<input type="checkbox"/> No	Amount: _____
	Due By: _____
	Confirmed? _____
Cleaning Deposit? <input type="checkbox"/> Yes	Amount: _____
<input type="checkbox"/> No	Due By: _____
In Calendar? <input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Misc. _____	
Balance Due:	
Staff Charge: _____	
Cleaning: _____	
TOTAL DUE \$ _____	
Date Fees Due: _____	
Date Fees Collected: _____	

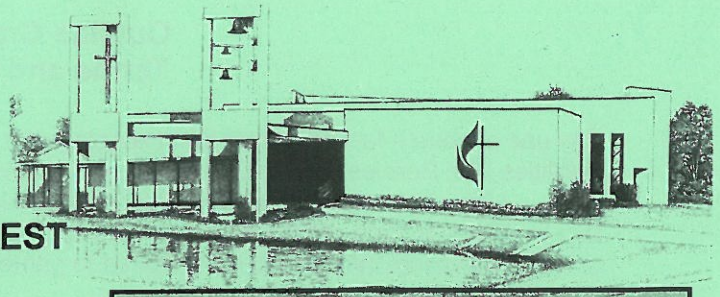
Special Requests

Member-Use Terms and Conditions

1. Any use of church facilities must be in keeping with *The Discipline of the United Methodist Church* and the Facilities-Use Policies of FUMC. The following activities are not permitted:
 - a. Use, consumption, sale, or distribution of alcoholic beverages, tobacco products, or illegal drugs.
 - b. Consumption of food or drink in the sanctuary, other than sacramental elements.
 - c. Gambling, including, but not limited to: games of chance, Bingo, lotteries, 50/50 drawings, and similar activities.
 - d. Fireworks, pyrotechnics, explosives, flammables, or other fire, with the exception of approved candles.
 - e. Use of FUMC audio/video equipment or kitchen appliances unless arranged in advance and supervised by authorized FUMC personnel.
 - f. Events scheduled during, or within one hour, of any FUMC worship service.
2. FUMC reserves the right to deny use of church facilities to any person, group, or organization.
3. The Member agrees to indemnify and hold harmless FUMC from any claims for damages, or expenses in defending any such claim for damages, of any nature, resulting from the use of church facilities by said Member.
4. The Member agrees to repair or replace any church property damaged by negligence resulting from use of church facilities.
5. Member agrees to return church facilities to the same condition as provided. This includes, but is not limited to: replacement of chairs and tables to their original position, general clean-up, turning off lights or other electronic devices.
6. Nails, tacks, glue, tape or use of similar items for decorating are prohibited. If in doubt, don't use it.
7. Opening or closing of the divider wall in Fellowship Hall is strictly prohibited. If the divider wall needs to be moved, it must be done by the FUMC custodian or other approved person.
8. All events, including clean-up, must end by 10 pm.

First United Methodist Church of Homosassa

8831 W. Bradshaw St.
Homosassa, Florida 34448



NON-PROFIT/PUBLIC FACILITY-USE REQUEST

Application Date: _____

Event Name: _____

Event Description: _____

Contact Person: _____

Contact Number: _____

Cell Number: _____

Contact Email: _____

Event Date: _____

Event Start Time: _____ Event End Time: _____

Set-Up Number: _____

Room Request:

Room Set-Up:

<input type="checkbox"/> FH	<input type="checkbox"/> CR	<input type="checkbox"/> 105	<input type="checkbox"/> Classroom	for: _____
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Youth	<input type="checkbox"/> 306	<input type="checkbox"/> Square	for: _____
<input type="checkbox"/> Kitchen	<input type="checkbox"/> 102		<input type="checkbox"/> Horseshoe	for: _____
<input type="checkbox"/> Music Rm.	<input type="checkbox"/> 106		<input type="checkbox"/> Theater	for: _____
<input type="checkbox"/> Chapel	<input type="checkbox"/> 111		<input type="checkbox"/> Rounds	for: _____
<input type="checkbox"/> 113/114	<input type="checkbox"/> 112		<input type="checkbox"/> Other	for: _____

Supplies Needed:

<input type="checkbox"/> Podium	<input type="checkbox"/> Organist
<input type="checkbox"/> Stage Light	<input type="checkbox"/> A / V Tech
<input type="checkbox"/> Mic/Sound	<input type="checkbox"/> Kitchen Mgr.
<input type="checkbox"/> Projector	<input type="checkbox"/> Custodian
<input type="checkbox"/> TV / VCR	<input type="checkbox"/> Security
<input type="checkbox"/> Head Table	<input type="checkbox"/> Minister

I have read, understand and will comply with the church terms and conditions. I have authority to enter into this agreement as representative of this event and agree to be responsible for all deposits, fees and damages.

Event Representative Date

Church Representative Date

OFFICE USE ONLY

NON-PROFIT PUBLIC

Deposit? Yes Amount Due: _____
 No Due By: _____

Insurance? Yes Date Due By: _____
 No Date Rec'd: _____

Staff? Yes Name: _____
 No Amount: _____
Due By: _____
Confirmed? _____

Cleaning Yes Amount: _____
Deposit? No Due By: _____

In Calendar? Yes
 No

Balance Due:

Room Rates: _____
Deposit: _____
Staff Charge: _____
Cleaning: _____
Misc. _____
TOTAL DUE \$ _____
Date Fees Due: _____
Date Fees Collected: _____

Outside Organizations Terms and Conditions

1. Any use of church facilities must be in keeping with *The Discipline of the United Methodist Church* and the Facilities Use Policies of FUMC. The following activities are not permitted:
 - a. Use, consumption, sale, or distribution of alcoholic beverages, tobacco products, or illegal drugs.
 - b. Consumption of food or drink in the sanctuary, other than sacramental elements.
 - c. Gambling, including but not limited to games of chance, Bingo, lotteries, 50/50 drawings, and similar activities.
 - d. Fireworks, pyrotechnics, explosives, flammables, or other fire, with the exception of approved candles.
 - e. Any activity prohibited by Law.
 - f. Use of FUMC audio/video equipment or kitchen appliances unless arranged in advance and supervised by authorized FUMC personnel.
 - g. Events scheduled during, or within one hour, of any FUMC worship service.
2. FUMC reserves the right to deny use of church facilities to any person, group, or organization.
3. The User agrees to indemnify and hold harmless FUMC from any claims for damages, or expenses in defending any such claim for damages, of any nature, resulting from the use of church facilities by the User.
4. FUMC shall not be liable for damage or loss of any property of the User resulting from the use of church facilities.
5. The User agrees to repair or replace any church property damaged by negligence resulting from use of church facilities.
6. The User agrees to return church facilities to the same condition as provided. This includes, but is not limited to: replacement of chairs and tables to their original position, general clean-up, turning off lights or other electronic devices.
7. Nails, tacks, glue, tape or use of any use of similar materials for decorating are prohibited.
8. Opening or closing of the divider wall in Fellowship Hall is strictly prohibited. If the divider wall needs to be moved, it must be done by the FUMC custodian or other approved person.
9. All events, including clean-up, are to end by 10 pm.
10. The User agrees to provide FUMC, 10 days in advance of the event, with a current Certificate of Liability Insurance in the amount of at least \$1 million, and FUMC must be named as an "Additional Insured" under the terms of the policy.
11. If a non-profit organization, the User agrees to provide FUMC with federal non-profit certification (such as a current 501-c(3) or similar certificate).
12. Cancellations - this facilities-use agreement may be cancelled:
 - a. By FUMC for any violation of the terms of this agreement, or for any reason upon written notice 30 days in advance of the scheduled event.
 - b. By the User for any reason upon written notice 30 days in advance of the event. Cancellations less than 30 days prior to the event will be subject to a \$25 charge.
13. FUMC is not responsible for the facilities not being available due to events beyond our control, i.e. power outages, hurricane evacuations, etc.
14. Deposits, Payments, Refunds
 - a. An advance deposit will be submitted with this application. Reservations will be held for 7 days following verbal contact with the FUMC Administrator.
 - b. A fee for cleaning will be deducted from the security deposit if the User does not do so. *Replaces old statement - no separate deposit required now*
 - c. Full payment of the facilities use fee is due 30 days prior to the event, or upon application if the event is scheduled less than 30 days in advance.
 - d. Additional hourly fees may be required if FUMC staff presence is required for Security, Audio/Visual, or Kitchen time. These staff fees will be deducted from the security deposit before refunding deposit.
 - e. Full refunds will be provided if this agreement is cancelled by FUMC, or if cancelled by the User at least 30 days in advance. If cancelled less than 30 days in advance, a charge of \$25 will be deducted from the advance deposit.

First United Methodist Church of Homosassa

8831 W. Bradshaw St.
Homosassa, Florida 34448

Pastor Kip Younger



WEDDING FACILITY-USE REQUEST

Application Date: _____

Last Names: _____ / _____

BRIDE: _____

Address _____

City, State, Zip Code _____

Phone: _____

Cell Phone: _____

Date Of Birth: _____ Age: _____

Mother of the Bride: _____

Phone: _____ Cell: _____

Father of the Bride: _____

Phone: _____ Cell: _____

Church Affiliation: _____ 1st Marriage? Yes No

GROOM: _____

Address _____

City, State, Zip Code _____

Phone: _____

Cell Phone: _____

Date Of Birth: _____ Age: _____

Mother of the Groom: _____

Phone: _____ Cell: _____

Father of the Groom: _____

Phone: _____ Cell: _____

Church Affiliation: _____ 1st Marriage? Yes No

WEDDING PARTY:

Maid/Matron of Honor: _____ Phone: _____

Best Man: _____ Phone: _____

Bridesmaids: _____

Groomsmen: _____

OFFICE USE ONLY

WEDDINGS

MEMBER NON-MEMBER
Deposit? Yes Amount Due: _____
 No Due By: _____

Wedding Coordinator? Staff?
 Yes No Yes No

	<u>Staff</u>	<u>Amount</u>	<u>Confirmed</u>
Pastor	_____	_____	_____
Organ	_____	_____	_____
Sound	_____	_____	_____
Other	_____	_____	_____

Cleaning Deposit? Yes Amount: _____
 No Due By: _____

All Dates In Calendar? Yes Rehearsal: _____
 No Wedding: _____

Balance Due:

Room Rates: _____

Deposit: _____

Staff Charges: _____

Cleaning: _____

Misc. _____

TOTAL DUE \$ _____

Date Fees Due: _____

Date Fees Collected: _____

I have read, understand and will comply with the church terms and conditions. I have authority to enter into this agreement as representative of this event and agree to be responsible for all deposits, fees and damages.

Event Representative

Church Representative

Wedding Use Terms and Conditions

1. Any use of church facilities must be in keeping with *The Discipline of the United Methodist Church* and the Facilities-Use Policies of FUMC. The following activities are not permitted:
 - a. Use, consumption, sale, or distribution of alcoholic beverages, tobacco products, or illegal drugs.
 - b. Consumption of food or drink in the sanctuary, other than sacramental elements.
 - c. Gambling, including but not limited to bingo, lotteries, 50/50 drawings, and similar activities.
 - d. Fireworks, pyrotechnics, explosives, flammables, or other fire, with the exception of approved candles.
 - e. Any activity prohibited by Law.
 - f. Use of FUMC audio/video equipment or kitchen appliances unless arranged in advance and supervised by authorized FUMC personnel.
 - g. Events scheduled during, or within one hour, of any FUMC worship service.
2. FUMC reserves the right to deny use of church facilities to any person, group, or organization.
3. The User agrees to indemnify and hold harmless FUMC from any claims for damages, or expenses in defending any such claim for damages, of any nature, resulting from the use of church facilities by User.
4. FUMC shall not be liable for damage or loss of any property of the User resulting from the use of church facilities.
5. The User agrees to repair or replace any church property damaged by negligence or abuse resulting from use of church facilities.
6. The User agrees to return church facilities to the same condition as provided. This includes, but is not limited to: replacement of chairs and tables to their original position, general clean-up, turning off lights or other electronic devices.
7. Cancellations - this facilities-use agreement may be cancelled:
 - a. By FUMC for any violation of the terms of this agreement, or for any reason upon written notice 30 days in advance of the scheduled event.
 - b. FUMC is not responsible for the facilities not being available due to events beyond our control, i.e. power outages, hurricane evacuations etc.
 - c. By the User for any reason upon written notice 30 days in advance of the event. Cancellations less than 30 days prior to the event will be subject to a \$25 charge.
8. Deposits, Payments, Refunds
 - a. An advance deposit of one-half the use fee will be submitted with this application. Reservations will be held for 7 days following verbal contact with the FUMC office manager.
 - b. A separate deposit for kitchen cleaning may be required if the User intends to use the kitchen facilities and clean those facilities following the event.
 - c. Full payment of the facilities-use fee is due 30 days prior to the event or upon application if the event is scheduled less than 30 days in advance.
 - d. Additional hourly fees may be required if FUMC supervisory presence is required for Security, Audio/Visual, or Kitchen time. These staff fees will be deducted from the security deposit before refunding deposit. Full refunds will be provided if this agreement is cancelled by FUMC, or if cancelled by the User at least 30 days in advance. If cancelled less than 30 days in advance, a charge of \$25 will be deducted from the advance deposit.
 - e. All events are to end, including clean-up time by 10:00pm
11. Officiating Pastor
 - a. One of our pastors must officiate at all weddings at FUMC. The wedding couple may invite another ordained minister to assist in the ceremony with the approval of the senior pastor. All couples are required to meet with the pastor performing the ceremony prior to the ceremony. The number of meetings is determined by the officiating pastor and must be scheduled with him directly.

**Wedding Use
Terms and Conditions
(2)**

12. Wedding Coordinator
 - a. All weddings require a wedding coordinator to ensure the buildings will be opened and closed at appropriate times and proper procedures are followed for a smooth ceremony.
 - b. A pre-wedding consultation with the wedding coordinator will need to be arranged and can be facilitated by the Administrator.
13. Music
 - a. The wedding service is a service of worship and any non-Christian music must be pre-approved by the senior pastor at least two (2) weeks in advance of the ceremony.
 - b. All outside musicians must be approved by the Director of Music.
14. Sound/Audio Visual equipment
 - a. A sound technician is required at all ceremonies using more than the standard sound system.
 - b. Recording of the ceremony is available and requires the use of a sound technician.
15. Photographs & Video Taping
 - a. Flash photography is not permitted during the ceremony. Photographs of the bridal party may be taken before or after the ceremony. Professional photographers are permitted to take photos of the bridal party as they enter and leave the sanctuary but not during the ceremony.
 - b. "Available light" digital cameras (with out a flash) may be used during the service from the back of the sanctuary and must not interfere with the ceremony.
16. Decorating
 - a. No Confetti, rice, birdseed, tacks, pins, screws, glue or tape of any kind are permitted in the sanctuary, foyer or any outside area.
 - b. Fresh flowers must be in water-tight vases/pots that will not leak onto carpets, pews, tile or altars. Artificial flower petals may be strewn in the aisle and must be picked up following the ceremony. Fresh flower petals may be strewn if an aisle runner is used. Cleaning charges will apply if carpet is stained from fresh flowers.
 - c. No furniture may be moved without the consent of a FUMC staff member.
17. Rehearsals
 - a. Rehearsal time is to be scheduled with the Administrator at the time the wedding is booked and must be agreeable with the pastor performing the ceremony.
 - b. The bride & groom are responsible for contacting all attendees of the rehearsal. The wedding party is reminded that they are in a Holy place dedicated to the worship of God.
 - c. All rehearsals need to be limited to one hour.
18. Alcohol/Smoking
 - a. Alcoholic beverages and smoking are not permitted on church property at any time.
 - b. Wedding ceremonies will not be conducted if one or more parties are under the influence of alcohol.