



**APPLICATION FOR USE OF CHURCH PROPERTY
PLAINVILLE UNITED METHODIST CHURCH**

16 East Bacon Street
Plainville, MA 02762

Application on behalf of: _____ (name of individual or group)

Rooms to be used (check all that apply):

- Bowmar Hall (up to 100 people)
- Cate Room (upper level, up to 20 people)
- Falk Room (lower level, up to 20 people)
- Kitchen
- Sanctuary
- Other _____

Purpose of use: _____

Approximate number of people attending: _____

Date(s) of use: _____

Hours of use: _____

Church equipment to be used: _____

Equipment to be brought into building: _____

Church Member's Reference: (The Board of Trustees reserves the right to require up to three references from applicants.)

- | | | |
|---|-------|-----------|
| 1 | _____ | _____ |
| | Name | Telephone |
| 2 | _____ | _____ |
| | Name | Telephone |
| 3 | _____ | _____ |
| | Name | Telephone |

Representative of applicant organization for communication purposes:

Name _____ Position _____

Address _____

Phone _____ E-mail _____

The signing of this application shall constitute an agreement to abide by all rules and regulations governing the use of Church property and to accept full responsibility for any damage to or loss of Church property.

ANY ENTITY OF ORGANIZATION PRIMARILY ENGAGED IN PROVIDING ACTIVITIES OR PROGRAMS TO CHILDREN 18 YEARS OF AGE OR LESS MUST READ AND SIGN ADDENDUM A TO THIS APPLICATION FOR USE OF CHURCH PROPERTY.

Signature of Applicant

Office Held

Address

Telephone

Date

For Church Use Only

Approved Not Approved Date: _____

Chairperson, Board of Trustees

Key Issued _____ Returned _____

Fees/Charges _____

**ADDENDUM A
APPLICATION AND /OR ANNUAL REGISTRATION
FOR USE OF CHURCH PROPERTY**

**Criminal Offender Record Information
C.O.R.I.**

Massachusetts General Laws, Chapter 6, Section 172H (M.G.L. Chap. 6 § 172H), provides:

Notwithstanding Section 172 or any other general or special law to the contrary, any entity or organization primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, shall obtain all available criminal offender record information from the criminal history systems board prior to accepting any person as a volunteer. Any entity or organization obtaining information under this section shall not disseminate such information for any purpose other than to further the protection of children.

I, the undersigned, hereby state under oath and subject to the pains and penalties of perjury that based on my personal knowledge:

1. I am an authorized signer for the organization or entity which wishes to use the Plainville United Methodist Church;
2. I have read and understand the requirements the above statute imposes on the organization for which I am signing;
3. the organization or entity for which I am signing has complied with the above requirements; and
4. I agree to hold the Plainville United Methodist Church, its members, boards, employees and affiliates, harmless if, for any reason, the organization or entity for which I am signing is in violation of the above cited statute.

Witness

Signature of Application

DATED:

PLAINVILLE UNITED METHODIST CHURCH

Responsibilities of Those Using Church Facilities

1. No smoking or use of alcoholic beverages is permitted in church buildings.
2. Thermostats are not to be set above 68 degrees at any time, and must be turned down to 60 degrees before exiting the building. Please do not allow anyone in your group to keep exterior doors open when the heating system is operating.
3. Rearrangement of table and chairs is permitted, but should be cleaned and returned to their original location after your meeting. Rooms should be left as clean and tidy as they were found.
4. All trash generated by your group must be bagged and removed from the premises. Please also take all recyclable bottles and cans with you.
5. The kitchen may be used without additional charge for preparing light refreshments. Afterwards, all countertops must be cleaned, along with any utensils, carts, coffeepots, etc. that were used. More elaborate refreshments or meals must have advance approval from the Board of Trustees and requires more extensive training and cleanup.
6. When leaving, make sure thermostats are turned down, windows are closed and locked, all interior lights are off, and exterior doors are locked and secure.
7. Goods and equipment may only be stored at the church with the permission of the Board of Trustees. If arrangements have not been made for storage, all items brought in by your group should be removed when your meeting is completed.
8. Any damage incurred to church property is the responsibility of the group using the facilities, and must be reported to the church office immediately. Any problems with the facilities should also be reported to the office.
9. Normal sweeping and cleaning will be handled by the church custodian. However, if an unusual mess is made, it is your group's responsibility to clean it up. Additional custodial services can be arranged for your group, but it is the group's responsibility to compensate the custodian at a rate of \$10.00 per hour, or any part thereof.

Sincerely,
PUMC Board of Trustees

March 11, 2004

**PUMC FACILITIES USAGE
SUGGESTED DONATIONS
Effective November 1, 2008**

<u>Group/Activity</u>	<u>Group Size</u>	<u>Usage Fee</u>	<u>Notes/Comments</u>
Scouting Groups	Any	-0-	
Local Non-Profit Groups	Under 25	\$25	AA, AlAnon, OA, GA, Chess Club
	25 - 50	\$45	
	51 +	\$70	
Other Non-Commercial Groups	Under 25	\$45	
	25 - 50	\$80	
	51 +	\$110	
Other Commercial Groups (one-time use only)	Under 25	\$50	
	25 - 50	\$90	
	51 +	\$160	
Other Commercial – Multiple Use		Negotiable	
Church Family Members	Any	-0-	Any donation is welcome
Non-Member Church Services:			
Wedding	Any	\$200	Upper floor; Friday & Saturday
Wedding Reception	Any	\$150	Includes kitchen use
Baptism Reception	Any	\$100	Includes kitchen use
Funeral	Any	\$120	

- Notes
- (1) Additional \$10 Utility Fee applies if kitchen facilities are used as part of the meeting/event (i.e. oven, range or dishwasher)
 - (2) Additional Custodial Fee may apply if facilities not cleaned to satisfaction of Trustees
 - (3) \$20 Key deposit may apply