

**SHILOH UNITED METHODIST CHURCH
FACILITY USE APPLICATION**

NOTE: This form must be completed and returned 30 days prior to activity. Reservations are on a first come, first served basis. Organized church activities will always take precedence.

Bride/Groom _____

Day _____ Date of Activity _____

Time: From _____ To _____ Actual time of Event _____

Rooms Requested _____

Special Equipment desired _____
(Candelabras, Candle lighter)

Name of Requesting Person _____

Address _____

Phone _____

GUIDELINES:

Approval will require that the requesting person follow the guidelines as provided. The requesting person also agrees to the following: (*Please initial*)

_____ You are required to pay the specified fee(s) 30 days prior to the activity. Failure to do so will result in cancellation.

_____ Requesting person will be held responsible for any damages or destruction to building, rooms, or equipment, when it is found that such damage was the result of neglect, improper use, horseplay, recklessness or failure to follow instructions and guidelines.

_____ Shiloh reserves the right to terminate this agreement if you do not comply with the “Wedding & Building Use Policies”.

FEES:

Deposit (\$100.00) _____
May be refunded (or applied to total fees) upon inspection of facility

Sanctuary (\$100.00) (Includes Room #12W & 1E, for dressing)..... _____

Family Life Center (\$150.00) _____

Custodial Help (\$150.00 Wedding, \$150.00 Reception) _____

*Sound Technician (\$75.00 Wedding, \$100.00 Reception)
*To be paid directly to technician

*Minister (Honorariums accepted)
*To be paid directly to Minister

Total Fees \$ _____

Make checks payable to "Shiloh UMC"

THIS APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO ACTIVITY

Signature of Requestor

Date _____

Church use only:

Request approved by _____ Date _____

Inspection completed by _____ Date _____