



Medina United Methodist Church

263 Reed Ave, Medina TX.

info@medinaumc.org

830-589-2646

FACILITY/PROPERTY USE REQUEST FORM

Our church facilities are available to MUMC members (Free) and **non-members** (on a case by case basis) **for a donation**. A deposit is required by all.

Name: _____

Address: _____

Home Phone: _____ **Cell:** _____

E-Mail: _____

Are you a member of MUMC: ___ Yes ___ No

Name of person who recommended us if applicable? _____

Type of Event: _____

Date of the Event: _____ **Re-occurring?** _____

Time of the Event (please include preparation/decoration time): _____

Building you are requesting use of:

___ Sanctuary* ___ Fellowship Hall ___ Kitchen ___ Nursery ___ Craddock Cottage ___ Classroom

If using the kitchen, please initial showing you received the kitchen procedure form. _____

Request for church cleaning staff (fee \$50.00 + deposit) payable before the event date _____

A deposit of \$50.00 is required for building or property reservations (by all persons) for an event payable now.

Description of property being borrowed: _____

(Example: number of tables, number of chairs, media/projection equipment ...etc.)

Address borrowed property will be located at: _____

*Renting the Sanctuary for a wedding requires Pastor Stegemueller to Preside.

Requestors Signature: _____ **Date:** _____

OFFICE USE:

Date Requested _____ Date Deposit Rcvd: _____ Cash/Check #: _____ Donation Amt. & Date Rcvd: _____

Date Cleaning Fee Rcvd: _____ Placed on Calendars: ___ Yes ___ No

(Note: Cleaning Fees will be held in Church Ofc. Until the event is over)

Key Issued: ___ Yes ___ No Key Returned: ___ Yes ___ No

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NOTES: