

Bellevue Heights United Methodist Church

2112 South Geddes St, Syracuse 13207

Pastor: Judy Alderman

Phone: 475-0011

Email: bellevueheights@cnymail.com

APPLICATION FOR FACILITY*

*There is a separate application for sanctuary use.

Date application rec'd: _____ Nature of event: _____

Day & Date(s) of event: _____ Number of people: _____

Name of group/organization: _____

Person Completing Application: _____ Home: _____ - _____

Address: _____ Work: _____ - _____

City St ZIP: _____ Cell: _____ - _____

Every group must designate a person (Event Contact) who will be both present and responsible for the group on the day of the event.

Event Contact: _____ Home: _____ - _____

Address: _____ Work: _____ - _____

City St ZIP: _____ Cell: _____ - _____

Hours of Use: Set up/Clean up _____ to _____ Event Times _____ to _____

Is public invited? _____ If yes, will a fee be charged? _____ Fee: _____

Indicate desired areas and equipment on reverse.

NOTE: Depending on the nature and size of the event, a custodial fee may be charged. This will be disclosed in advance to the group/organization.

The applicant acknowledges receipt of a copy of "Guidelines for Use of Church Property" and agrees, if the application is approved, to enforce them when using the property.

Signature of applicant: _____

Add'l. Info:

Fee Schedule (This section completed by Trustees after application is reviewed at Trustees meeting.)

Total amount to be paid: _____

Amount required in advance: _____ is due no later than _____

Amount to be paid* on date of event: _____

*Please give payment to the Church Contact when access to the building is given.

Checks: "Bellevue Heights United Methodist Church." A receipt will be issued that day.

Date of Trustees review: _____ Church calendar checked/noted: _____

_____ Approved _____ Denied Comments: _____

Trustee signature

Upper Level Rooms

Christian Service Room/Lounge, 3 tables, kitchenette
Door 3 – Classroom
Door 4 – Classroom
Door 5 – Library
Door 6 – Choir Room

Lower Level Rooms

Fellowship Hall
Doors 7, 8, 9 – Reserved for Nursery School
Door 10 – Small classroom and Nursery School Office
Door 11 – Youth Room, classroom
Door 12 - God's Playroom (requires adult supervision)
Stage

Area/Room requested

<u>Day</u>	<u>Date</u>	<u>Area (Room#)</u>	<u>How to be Used</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Equipment

- _____ TV/VCR
- _____ Podium with speaker

Set up and take down of tables and chairs are the responsibility of the group unless other arrangements are noted.

- _____ Table/s (seats 8) _____ needed
- _____ Chairs _____ needed

Other arrangements: _____

Kitchen

No foods, beverage ingredients, condiments, cleaning supplies or materials are included with the use of the kitchen. Any items on the premises are the property of the church and its entities.

- | | |
|------------------------------------|------------------------|
| _____ Coffee makers (10 cups) | _____ Ovens/Stove tops |
| _____ Coffee urns (30 72 100 cups) | _____ Refrigerator |
| _____ Dishes | _____ Silverware |
| _____ Hot plate | _____ Sinks |
| _____ Microwave | _____ Steam table |
| _____ Other _____ | |

- _____ Dishwasher *Use requires church operator and fee. Based on operator availability.*
- _____ Garbage disposal *Use requires church operator and fee. Based on operator availability.*

Clean up in the kitchen requires users to bring their own cleaning supplies and towels.

Additional information: _____

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