



# Application for Use of Reveille UMC Facilities

For Non-Reveille UMC Groups and Personal Use

4200 Cary Street Road | Richmond, Virginia 23221 | (804) 359-6041 | www.reveilleumc.org

Return completed form to Reveille UMC office (mail to address above, email to [administration@reveilleumc.org](mailto:administration@reveilleumc.org), or fax to (804) 359-6090. A copy will be returned to the requesting organization, indicating approval or disapproval and fee, if any.

Organization Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Event Name \_\_\_\_\_ Expected Attendance \_\_\_\_\_ Public Event?

Purpose of Event \_\_\_\_\_

Event Date(s) \_\_\_\_\_ RUMC Staff Sponsor \_\_\_\_\_

Recurrence:  None  Daily (M-F)  Weekly  Monthly  Other (list): \_\_\_\_\_

Event Start Time \_\_\_\_\_ am pm (circle) Event End Time \_\_\_\_\_ am pm (circle)

Begin Set Up \_\_\_\_\_ am pm (circle) End Teardown \_\_\_\_\_ am pm (circle)

Contact Person \_\_\_\_\_ Contact Email \_\_\_\_\_

Contact Mobile Phone \_\_\_\_\_ Contact Alternate Phone \_\_\_\_\_

Onsite Person in Charge:  Contact Person  Staff Sponsor  Other (list name and mobile phone below):

Does your group have adequate insurance providing coverage for any personal injury or property damage arising from this event at Reveille UMC?  Yes  No

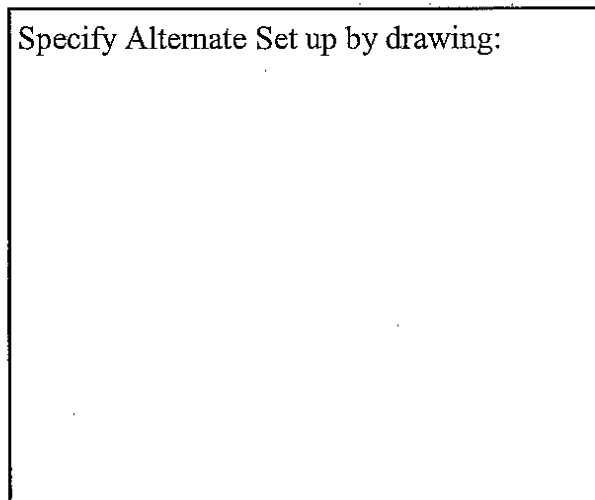
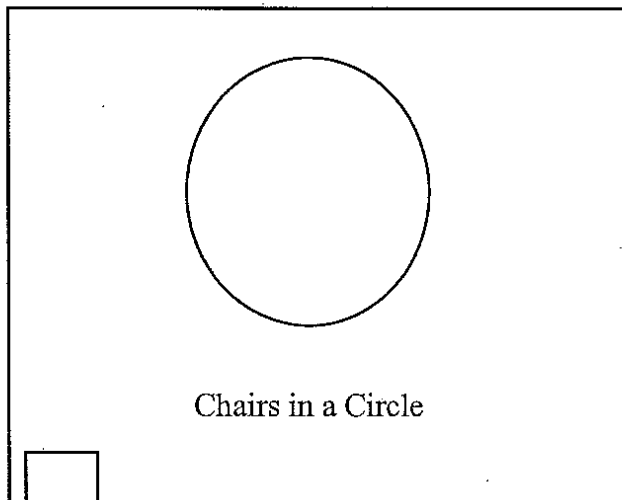
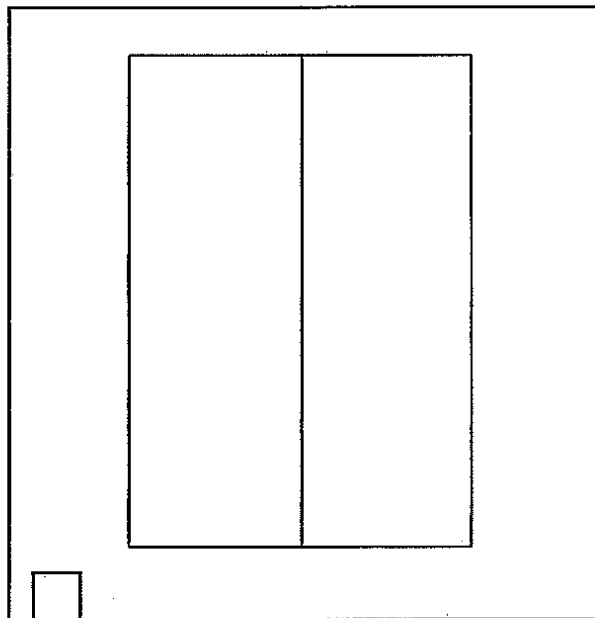
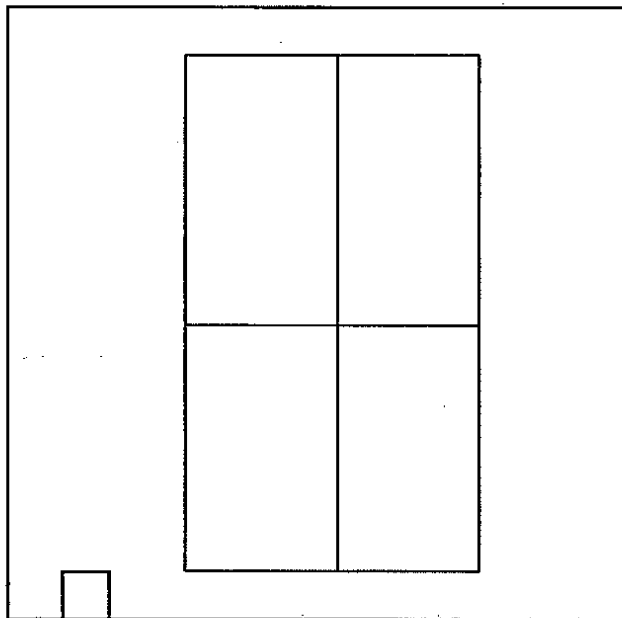
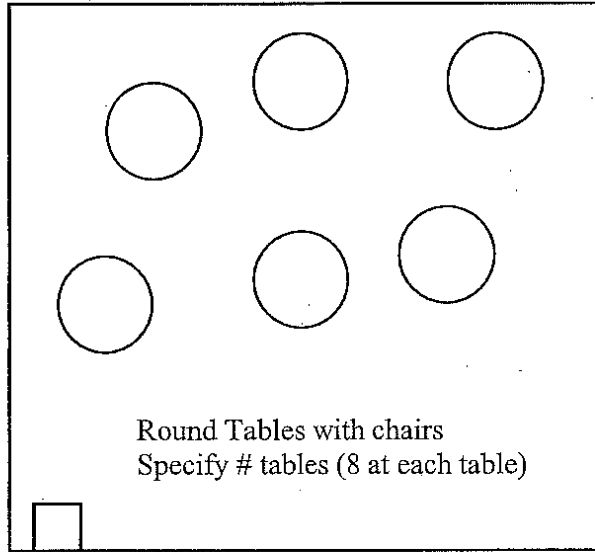
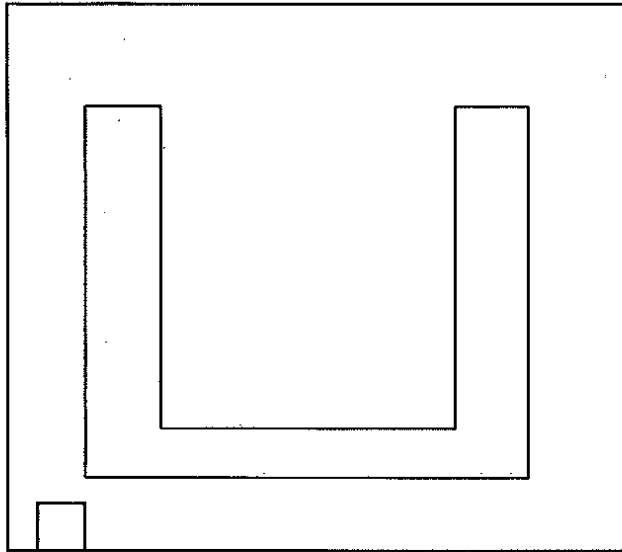
<b>Request Spaces</b> (indicate room set up on next page)			
	Adult Library		Middle School Room
	Chancel		Narthex
	Chapel		Parking Lot
	Children's Library		Picnic Shelter
	Choir Room		Reveille House Dining Room
	Church Parlor		Reveille House Parlor
	Education Building		Classrooms (list below)
	Fellowship Hall		Sanctuary
	Fellowship Hall Kitchen		Scout Lodge
	Garden		Welcome Center
	Garth		Welcome Center Kitchen
	Grounds		Youth Center Gym
	High School Room		Youth Center Kitchen
List Specific Classrooms:			

<b>Request Resources</b>	
	Air Conditioning
	Microphone
	PA System
	Projector and Screen
	Television and DVD Player
	Coffee/Tea
	China/Flatware
	Piano
List Any Special Requests:	

# Application for Use of Church Facilities

For Non-Reveille UMC Groups and Personal Use

Indicate room set up below



# Application for Use of Church Facilities

For Non-Reveille UMC Groups and Personal Use

The event contact, staff sponsor, and onsite person in charge are responsible for ensuring that the Policy for Use of Church Property and Facilities is observed. A copy of this policy is available from the church office or at [www.reveilleumc.org/forms](http://www.reveilleumc.org/forms). The Policy includes, but is not limited to, the following requirements, responsibilities, and restrictions:

- a. A sufficient number of supervising persons will be present to maintain order during the use of church facilities.
- b. Groups will remain in the approved area of the church.
- c. The person in charge will be present at the location of the activity prior to the groups entry into the building and will remain at the church throughout the event.
- d. Following the event, the person in charge will confirm that everyone has left the church facilities.
- e. All equipment and furniture will be returned to its proper place.
- f. All trash will be placed in appropriate containers.
- g. All interior lights will be turned off (except exit lights).
- h. All windows and exterior doors will be closed and securely locked (excluding those doors with electronic timed locks).
- i. All food or drink brought to the event is removed.
- j. All rules of personal conduct as stated in the Policy will be followed.
- k. Smoking is prohibited in any church building.
- l. Alcoholic beverages and controlled substances are prohibited on church property.
- m. Firearms are not permitted on church property except by security officers.
- n. Candles may be used during a worship service, wedding, or funeral. Only votive candles are permitted in the fellowship hall, welcome center, or church parlor during other events. Otherwise, candles are prohibited. Candles must never be left unattended.

I certify by my signature that I have read the Policy for Use of Church Property and Facilities and that I agree to all responsibilities as stated throughout the Policy. I further agree that if I learn I cannot be present during the event, I will immediately contact the staff sponsor for the approval of a replacement person in charge who will be present at the event.

\_\_\_\_\_  
Signature of Contact Person or Staff Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person in Charge (if different from above)

\_\_\_\_\_  
Date

## Office Use Only

**Request Approved**

Fee \_\_\_\_\_

Make check payable to Reveille UMC and remit to church office at least two weeks prior to event.

Date Payment Received \_\_\_\_\_

Date Certificate of Insurance Received \_\_\_\_\_

**Request Denied**

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Door Schedule		
	Unlock	Lock
Education 1		
Education 2		
Fellowship Hall		
Lower Fellowship Hall		
Stairwell		
Weekday School		
Welcome Center		
Front Door		
Garth		