



PITMAN United Methodist Church

758 N. Broadway, Pitman, NJ 08071

Phone: 856.589.8313

Fax: 856.589.8641

Email: office@pitmanumc.org

Web: pitmanumc.org

Building Use Application

Business for-profit as defined by the IRS, is excluded from all building usage.

Date of Event:		
Title of Event:		
Organization (if applicable):		
Purpose or Description:		
Contact Person		
Phone:		
Email:		
Event Time:	Start: _____	End: _____
Is set-up time needed?	Date: _____	Time: _____
# Participants:	# Adults: _____	# Children: _____
Room(s) Requested:		Use Fee/ Honoraria:
Facilities Needed:	Tables	NA
	Chairs	NA
	Kitchen (non cooking)	
	Kitchen (cooking)*	
	Microphone/Video*	
	Table Linens (\$25 if requested)	
	Other	
Custodial Care	For any event other than meetings	\$75
Church Affiliation: Check one	<input type="checkbox"/> I am a member of Pitman UMC <input type="checkbox"/> I am not a member but attend PUMC <input type="checkbox"/> I am not a member of Pitman UMC	TOTAL DUE:

*** Requires monitor/technician**

I understand and agree to the attached guidelines for use of the PUMC facilities. I have read the PUMC Safe Sanctuaries Policy if applicable to my group. I also confirm that the above information is correct.

Signature of Applicant

Date

Print Name of Applicant

Address

FOR OFFICE USE:	
Certificate of Insurance Received: _____	Information Sent to User _____
Request Approved: _____	Request Denied: _____
Calendar: _____	HVAC: _____



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POLICY FOR USE OF PITMAN UMC FACILITIES

GENERAL INFORMATION:

All of our facilities are to be seen as a gift from God and we are to be responsible stewards in the care and use of them. Not only are the buildings used for congregational events and worship, but they may also be used by the community non-profit groups to hold their functions. Therefore, you are asked to respect the facilities as if they were your own home and company was coming to visit.

1. All scheduling must be done through the church office.

- PUMC group meeting times and rooms can be scheduled by email or building use application.
- Non-PUMC groups, as well as PUMC members wishing to use the facilities for special occasions (i.e., Anniversary parties), will need to complete a building use application.
- The applications, once received in the church office, will be acted upon within 5 business days in most cases.
- The office must be notified of any changes.
- Raffles and/or games of chance are not permitted. (Reference: UM Book of Discipline)

2. Donations

- PUMC groups and programs will not be requested to make a donation for facility use and will receive consideration in scheduling.
- Other groups (including individual PUMC members using the facilities on special occasions) may be asked for a donation determined by the area used.

3. Care of Facility

- All users are to be energy conscious. Lights should be turned off when the meeting is concluded.
- You are responsible for your own set-up and clean-up. Return the room to the original set-up with chairs and tables back to their places. Check restrooms for cleanliness.
- Any full trash bags or trash bags with food should be taken to the outside dumpster located in the brown trash receptacles beside the kitchen door. Replacement trash bags can be found in the bottom of the trash receptacle.
- Repair or replacement costs for damages beyond normal wear and tear will be charged to the group.

4. Insurance

Groups (including individual PUMC members using the facilities on special occasions) are required to provide a Certificate of Insurance with Pitman UMC listed as Certificate Holder. Individuals can obtain a Certificate of Insurance showing the liability coverage on their Homeowners or tenants policy by contacting their insurance agent.

5. Safety and Security

- Please stay in the area of the building which is reserved.
- Children must be carefully supervised.
- All groups involving children or vulnerable adults will receive and comply with the Safe Sanctuaries Policy.
- The Pitman UMC facilities are smoke, drug and alcohol-free.



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- All individuals must exit the building should the fire alarm sound. A representative must be available to talk with the officials.
- Should a church representative (other than a monitor) be needed for the meeting/event, Bob Govett, the facility manager will be available. He can be reached at: (H)589-0969 or (c) 609-472-3080

POLICY FOR USE OF PITMAN UMC FACILITIES

ADDITIONAL INFORMATION FOR NON-CLASSROOM USE:

Fellowship Hall and Kitchen

- Rooms must be swept and spills mopped up.
- A First Aid Kit is located over the small hand sink.
- Remove all food used by your group from the kitchen and/or the refrigerator.
- Use **only** removable, non-marking tape on walls and/or floor.

The use of the kitchen for cooking requires the presence of a kitchen monitor.

Sanctuary

- No food or beverages are permitted in the Sanctuary.

The use of the sound equipment requires the presence of a media technician.

Guide for Facility and Staffing Donations:

- Exemptions can be made at the discretion of the church staff.

Classrooms	No Charge for meetings
Sanctuary	\$50 / hour (maximum of \$300 for 1 time event)
Fellowship Hall (includes kitchen access but without cooking)	\$100 / event if less than 4 hours; add \$20 /hr for each additional hour
Kitchen Use for Cooking	\$50 / event
Use of Linens for Tables	\$25/ event
Custodial	\$75 for any event other than meetings
Media Technician	\$25/ event
Kitchen Monitor	\$25/event