

**REQUEST FOR USE OF CHURCH FACILITIES**  
First United Methodist Church – New Ulm, MN

1. Name of Group \_\_\_\_\_  
Person Making Request \_\_\_\_\_  
Address and Telephone \_\_\_\_\_  
Alternate Contact \_\_\_\_\_

2. Date(s) of event \_\_\_\_\_

3. Rooms requested for use (check all that apply):
- Library-Lounge
  - Social Hall/Fellowship Hall/Dining Room
  - Kitchen
  - Youth Rooms
  - Worship Space
  - Gathering Space

4. Nature/purpose of event \_\_\_\_\_

5. Hours of use - From \_\_\_\_\_ To \_\_\_\_\_

6. Expected Number of Persons Attending: Adults \_\_\_\_\_ Children \_\_\_\_\_

- Return completed form to the church office for approval by pastor and/or authorized representative of the church. Once approved, the church office will notify the Person Making Request that the event has been entered on the church calendar.
- A Certificate of Liability Insurance may be required upon confirmation of the reservation.
- Fees may be assessed, according to the Building Use Policy of First United Methodist Church. Fees are due at least 24 hours prior to the start of the event.

Person Making Request: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Fees Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Date Certificate of Insurance Provided: \_\_\_\_\_

Request Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)