



Coon Rapids United Methodist Church

10506 Hanson Blvd. NW, Coon Rapids, MN 55433

(763)755-6990 www.CoonRapidsUMC.org

Office Hours: M-Th. 8-4, Fri. 8-3

BUILDING USE REQUEST



Have you checked the online calendar or spoken with the church office?

(If not, please do so before completing this form.)

Name of group: _____ Purpose/Event: _____

Date(s) of Proposed Activity: _____

Time:	Setup:	<i>Published</i> Activity Time:	Clean up:
	From _____	From _____ To _____	To _____

Number of participants: _____ Will food or beverages be served? Yes No

Rooms requested: _____ We will setup: Yes No

There may be Custodial charges for setup and clean up. Please contact the Church Office for more info.

(If you have a setup request, please sketch on reverse side.)

Contact: _____ Phone #: _____

Email: _____ I have a key. Yes No

Building Use Rules

1. Please make requests a minimum of three days before an event.
2. The right to refuse/revoke a permit at any time is reserved by the church. Please be flexible.
3. Please notify the Church Office, as soon as possible, in the event of a cancellation or change.
4. Please leave the room(s) as clean as or cleaner than when you arrived.
5. Please limit your use to the areas requested.
6. Coon Rapids United Methodist Church is not responsible for damage to, or loss of personal property or for injuries sustained on our property.
7. Smoking & alcoholic beverages are prohibited.

Thank you for keeping Coon Rapids United Methodist Church clean and safe!

I have read and will comply with all regulations (above.) This request is not approved until confirmed by the church office.

Signed: _____ Date: _____

Office Use Only:	
Approved	Denied _____