



Coon Rapids United Methodist Church

10506 Hanson Blvd N.W.
Coon Rapids, MN 55433
Phone 763-755-6990

BUILDING USE PERMIT

Date of Application _____

Name of Group: _____ We have a key.

Contact Person: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email Address: _____

Purpose: _____

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

Date(s) of Activity: _____

Time: Set Up: _____ *Published* Activity Time: _____ Clean Up: _____
From _____ From _____ To _____ To _____

Room(s)/Areas to be used: _____

Equipment needed: _____

There may be Custodial charges for set up and clean up. Please contact the Church office for current rates. All fees must be paid prior to room usage.

Set Up Request: Custodians We will set up.
(Draw set-up here or use another sheet if necessary.)

I have read and will comply with all regulations (see page 2) regarding the use of Coon Rapids United Methodist Church facilities.

Signed: _____ Date: _____

Approved by:
(office use only)

Date: _____



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BUILDING USE REGULATIONS

1. Please check Church office calendar for availability of facilities.
2. See Church Secretary for applicable charges.
3. Building Permit must be turned in to and approved by the Church Secretary prior to all building use. 2 weeks advance notice is desired.
4. The right to refuse or revoke a permit at any time is reserved by the Church.
5. Please notify the Church office, as soon as possible, in the event of a cancellation. There may be another group wanting to use the facilities.
6. Please leave room(s) as clean or cleaner than you arrived.
7. Please limit your use to only the area(s) you requested.
8. The Coon Rapids United Methodist Church is not responsible for damage to, or loss of personal property, or for injuries sustained on Church property.
9. Smoking is prohibited.
10. Alcoholic Beverages are prohibited.
11. BEFORE LEAVING THE BUILDING:
 - Make sure everyone is out of the building.
 - Check, close and lock – **ALL** windows & doors.
 - Reset Heat and AC to automatic settings.
 - Turn off lights.

Thank You for keeping Coon Rapids United Methodist Church clean and safe.