Coon Rapids United Methodist Church

10506 Hanson Blvd. NW, Coon Rapids, MN 55433

(763)755-6990 [www.CoonRapidsUMC.org](http://www.CoonRapidsUMC.org)

Office Hours: M-W 8-4

![C:\Documents and Settings\Becky\Local Settings\Temporary Internet Files\Content.IE5\4IMXS8RP\MC900411244[1].wmf]()**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: *Published* 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.

Office Use Only:

Approved Denied \_\_\_\_\_\_\_\_\_\_

**Signed**: Date: