

**APPLICATION FOR BUILDING USAGE**  
FIRST UNITED METHODIST CHURCH-CARLSBAD, NM

Today's date: \_\_\_\_\_

**NAME OF GROUP APPLYING:** \_\_\_\_\_

Person Responsible\* \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Other phone: \_\_\_\_\_

(\*This person assumes responsibility of payment of fees, clean up of areas/rooms used, and supervision of participants while on the premises).

Date(s) & Times Requesting: \_\_\_\_\_

Estimated Time of arrival: \_\_\_\_\_

Activity: \_\_\_\_\_

Areas / # of rooms requested: \_\_\_\_\_

Audio System or Media personnel needed: \_\_\_\_\_

(additional fee is required to use audio system because media personnel must be present to run equipment — see FUMC fee schedule)

Nature of usage:     Commercial                     No fee to participants

Fee-based approved non-profit community service group

Our church sponsored                     Other Methodist Church sponsored

Other church sponsored                     Private individual's function

Note: Group sleepovers will submit **2** separate checks. \$50 damage deposit (refundable), and \$50 non-refundable fee.

No activity will take place until:

1. Completed application has been returned to church
2. Application is approved by Trustees
3. All fees (stated above) are paid at least 1 week in advance. Please submit 2 separate checks!

*There are no showers available at the facility.*

Staff use only:    Application <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date: _____ Notes: _____