

Application to Use the Catawba UMC Family Life Center

Street Address: 209 East Central Ave., Catawba, NC
Mailing Address: P. O. Box 186, Catawba, NC 28609

Name of Group or Family: _____

Contact/ Person in Charge: _____

Address: _____

Phone: Home _____ **Cell** _____

Email _____

Type of Function/ Intended Use: _____

Date Needed: _____

(Please include your set-up time)

Hours Needed: From _____ **Until** _____

Please read the following regulations before signing at the bottom:

There is no fee for use of the building if reserved by a church group or class for a church related function. ***Donations are expected and appreciated for such events as showers, birthday parties, anniversary and wedding receptions, rehearsal dinners, family reunions, etc. given by and/or for church members.*** (Non-church members wishing to rent the FLC must pay a rental fee per the guidelines available from the church office. Call 241-4868)

All persons using the FLC should leave the building as they found it.

- ❖ Check all doors to make sure they are locked.
- ❖ Check the bathrooms and kitchen for running water, lights, appliances left on, etc.
- ❖ Bag and carry out all trash. (Large trash containers and a recycle bin for plastic bottles are furnished at the back of the FLC.)
- ❖ Remove food from the refrigerator and counters unless marked for someone else
- ❖ Take home all soiled/ wet dish towels & tablecloths to wash and return promptly. (The washer and dryer may be used if someone is present during the entire cycle.)

Groups or individuals using the building are responsible for any damages that might occur and the church is not to be held liable for any accident or occurrence.

The signing of this form indicates that all regulations are understood and will be followed

Signature: _____ **Date:** _____

For Office Use:

Donation/Fee Received: _____ **Date:** _____ **Amount:** _____

Key assigned: _____ **Date:** _____ **Returned:** _____