



FUMC

BUILDING USE RESERVATION PROCEDURES

CONTACT

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Welcome and thank you for your interest in using our facilities for your group or event!

The following steps must be followed in order to ensure that your booking is properly approved, reserved, and that staffing and physical set-up is completed. Not following these steps may prevent us from approving your application!

Please follow these steps:

- Complete a Ministry Planning Sheet and a Facility Use Agreement.
- Submit these forms **IN PERSON** to the Office Manager. You will be advised if a deposit is required and be given a copy of your use request form while you are there.
- Your application will be referred to the Trustees for approval.
- If your use is approved, pay your deposit (if required) to the Financial Secretary.
- Your event then be formally booked and scheduled!

Please understand that the church has a responsibility to ensure that events held on these premises are in keeping with church doctrine and policies and that all applications are reviewed to ensure that the activity reflects positively on the church. FUMC is not obligated to approve your activity/event and may cancel your booking if this procedure is not followed.

Please do not publicize that an event has been scheduled at FUMC until you have been notified that your event is approved and scheduled!

If you have any questions, please contact the Church Office Manager at 660-747-8158.