

Memorial Hall Overnight Application

Name of Organization	Organization Phone Number	Organization Address
<input type="text"/>	() - <input type="text"/>	<input type="text"/>
<input type="text"/>		City: <input type="text"/>
		State: <input type="text"/> Zip: <input type="text"/>
Organization Website	Organization Email	
<input type="text"/>	<input type="text"/>	
Group Leader		
First Name	Last Name	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cell Phone/Day Time Phone	Email Address	City: <input type="text"/>
() - <input type="text"/>	<input type="text"/>	State: <input type="text"/> Zip: <input type="text"/>
Group Information		
Total Members Staying	Members Under 18 Years Old	Members Above 18 Years Old
<input type="text"/>	<input type="text"/>	<input type="text"/>
Male: <input type="text"/> Female: <input type="text"/>	Male: <input type="text"/> Female: <input type="text"/>	Male: <input type="text"/> Female: <input type="text"/>
Total Chaperones	Special Requests	
Male: <input type="text"/> Female: <input type="text"/>	<input type="text"/>	
	<input type="text"/>	
Date Request	<input type="text"/>	
Month	Dates	Total Nights
<input type="text"/>	<input type="text"/>	<input type="text"/>
Arrival Time	Departure Time	
<input type="text"/>	<input type="text"/>	
I have read and understand the Statement of Purpose for Memorial Hall and will follow all rules.		
<input checked="" type="checkbox"/>		
Administrative Council Use Only		
Presented to Council	Motion Approved	Motion Denied
<input type="text"/>	<input type="text"/>	<input type="text"/>
Additional Comments:		
<input type="text"/>		
<input type="text"/>		

Memorial Hall Overnight Application

STATEMENT OF PURPOSE FOR MEMORIAL HALL

Memorial Hall exists for the strengthening of the church body, and for the advancement of God's Kingdom through fun, fellowship, and outreach.

RULES

1. To reserve any part of Memorial Hall, an application must be submitted at least two weeks prior to the event.
2. Groups using the hall and/or staying in the church facility for overnight use must provide a written notice from their insurance carrier naming Columbus Avenue United Methodist Church "additionally insured" for the duration of the use.
3. The Administrative Council of Columbus Ave. UMC must approve all requests for use of Memorial Hall and/or the church facility.
4. The use of alcohol, tobacco, profanity, and illegal drugs is prohibited and may be grounds for future refusal for use of Memorial Hall and/or the church facility.
5. The premises must be left in good condition—this is God's house and is to be treated with respect.
6. All sound and projection equipment must be used only by approved church personnel.

OVERNIGHT STAY FEES

Columbus Avenue United Methodist Church does not charge a fee for church-related groups using our facility for overnight stays. It is part of our mission outreach to enable groups doing God's work to have a clean, safe environment in which to stay while in transit to or from a mission event, or to provide a place to stay at no cost so that groups may be able to afford admission costs at our local area attractions. If a group chooses to make a donation to our church in appreciation for the use of our facility, it will be thankfully accepted.