

First United Methodist Church of Port Orange

305 Dunlawton Avenue, Port Orange, Florida 32127

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www.firstchurchpo.org

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Use of Facility Form: Please return completed form to the Church office two weeks prior to the date of the event.

Name of Group: _____

Type of Event: _____

Date of Event: _____ Day: _____ Times: _____ to _____

Contact Person: _____ Phone: _____

Number of People: Adults _____ Children 18 and under _____ Total: _____

Space Requested: Sanctuary _____ Social Hall: _____ Kitchen _____ Classroom _____

Special needs: Food services: _____yes _____no
Describe _____

Room set-up required: _____yes _____no
Describe _____

Sound and Lights: _____yes _____no
Describe _____

Custodial service: _____yes _____no

Music accompaniment _____yes _____no
Describe _____

Electronics: _____yes _____no
Describe _____

Other: _____

Other information/requests: _____

FEE SCHEDULE ALL FEES DUE AT THE TIME OF BOOKING

Half of the deposit is due upon signing the contract the day of. The remainder balance is due two weeks before the event.

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
Sanctuary including ready room(s), parking, restrooms, sound system, heat/air conditioning, lighting, altar candles (2 day access)	No Charge	\$500.00
Fellowship Hall (accommodates 152) including parking, restrooms, heat/air conditioning, sound system, stage, tables, chairs	No Charge	\$300.00
Kitchen privileges including stove, refrigerator, plates, flatware, cooking utensils.	\$150.00	\$150.00
Fee for kitchen staff person (required with use of kitchen)	100.00	100.00
Pastor/Coordinator	No Charge	\$200.00
Accompanist Services including music selection, rehearsal, ceremony	\$125.00	\$125.00
Custodial Services including building access, set-up, clean up	\$100.00	\$100.00
Sanctuary (2 days)	\$100.00	\$100.00
Fellowship Hall		
Sound/lighting technician	75.00	75.00

*Please refer to appropriate facility usage fee schedule and facility use policy.

OFFICE USE

Approved: _____ Not Approved _____ / _____

Space assigned _____

Fee's Total: _____ Dated: _____ Scheduled: _____

Signed: _____ Facility & Finance