

FACILITIES REQUEST FORM
Liberty United Methodist Church
3091 Liberty Church Road
White Plains, Georgia 30678

REQUESTING PARTY:

Name _____ Date of Request _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ (Cell) _____

MEMBERSHIP STATUS (check one):

Member

Non-Member (Fees Required)

EVENT (check one):

Wedding (If the request is for a wedding, also complete and attach the "Wedding Information Form.")

Other (Describe) _____

DATES and TIMES:

Sanctuary:

Rehearsal: _____ (Date) _____ (Time)
(2 hour maximum)

Wedding: _____ (Date) _____ (Time)
(5 hour maximum)

Other: _____ (Date) _____ (Time)
(5 hour maximum)

Fellowship Building:

Reception: _____ (Date) _____ (Time)
(5 hour maximum)

Other: _____ (Date) _____ (Time)
(5 hour maximum)

FEES:

Checks should be made payable to “Liberty United Methodist Church.” In the event that your plans change, please notify your contact person as soon as possible to reschedule or cancel so that the original date can be released to someone else.

Sanctuary: (Total Fee \$250.00)
Non-refundable \$125.00 due at signing
Balance of \$125.00 due 30 days before event

Fellowship Building: (Total Fee \$150.00)
Non-refundable \$75.00 due at signing
Balance of \$75.00 due 30 days before event

Total Fees:
Non-refundable fees paid: Check #: _____ Date: _____ Amount: \$ _____

Balance due fees paid: Check #: _____ Date: _____ Amount: \$ _____

Total Paid: \$ _____

CLEANING DEPOSIT:

A separate cleaning deposit check for \$75.00 must be written to the church by non-members at the time final fees are paid. This deposit will be returned if facilities are cleaned and restored to order following use.

Cleaning deposit received: Check #: _____ Date: _____ Amount: \$ _____

AGREEMENT:

I have received and read a copy of Liberty United Methodist Church’s “Policies and Guidelines for Use of Facilities” and hereby agree to abide and be bound by them.

Signed _____ Date _____

Liberty UMC contact information:

Trustees: Will Fowlkes
(912)398-7584 - Cell Phone