



Avon United Methodist Church

6850 E US Hwy 36
Avon, IN 46123

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Application for Use of Church Facilities

Event: Church Sponsored Event Outside Group/Non-Church Event

Organization/ Requestor Name: _____

Purpose of Request _____

Contact Name: _____ Telephone No. _____ (preferred)

Contact Address: _____ Email Address: _____

Single Request: **Date of Event:** _____

Multiple Dates: Date: _____ Date: _____ Date: _____

Recurring Request: Date From: _____ Date To: _____ Day of the Week: _____

Set-Up Time: From: _____ To: _____

Event Time:* From: _____ To: _____

* Refer to time schedules on the back of this form. A fee may be assessed for events that extend beyond stated time periods.

Facility Area Requested:	# of Rooms	# of Table(s)	# of Chairs(s)	# Attending (Estimate if unknown)	Special Requests
<input type="checkbox"/> Meeting/Classrooms					
<input type="checkbox"/> Chapel/Library					
<input type="checkbox"/> Fellowship Hall					
<input type="checkbox"/> FH Kitchen					
<input type="checkbox"/> Multi-Purpose/Gym*	Separate agreement required				
<input type="checkbox"/> New Kitchen	Separate agreement required				
<input type="checkbox"/> Pavilion					
<input type="checkbox"/> Fire Pit	Separate agreement required				
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Event <input type="checkbox"/> Vehicle Parking				

Are you using appliances in the kitchen? Yes No If yes, Describe: _____

Special instructions for the custodians i.e. Table/Chair arrangement:

I understand that AUMC will provide meeting space(s), table(s) and chair(s) and no other services. I have read the rules and guidelines on the back of this form and **take full responsibility for enforcing these guidelines.**

*Gym/Multipurpose Room is available to AUMC members only at this time.

Requester Signature: _____ Date: _____

For Office Use

Approved Rejected By: _____ Date: _____

Provided to Custodian Added to Calendar