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APPLICATION FOR USE OF FACILITIES CENTENARY UNITED METHODIST CHURCH (CUMC)

APPLICANT (Group Name) _____

GROUP LEADER _____

ADDRESS _____

EMAIL _____ PHONE _____

SINGLE DATE _____, From (hour) _____ to _____

RECURRING TIMES:

___ Once per Week: _____, From _____ to _____
(day)

___ Once per Month, _____, From _____ to _____
(eg, 1st Mon)

___ Other, _____
(eg, mm/dd/yyyy to mm/dd/yyyy, Mon-Fri, ___ am to ___ pm)

PURPOSE OF USE (Please provide details) _____

ESTIMATED ATTENDANCE _____

FACILITY USE SCHEDULE OF FEES

SPACE	FEE	REQUEST ()	CHARGE
Sanctuary	\$ 1000.00		
Chapel	\$ 350.00		
Social Hall	\$ 750.00		
Kitchen	\$ 350.00	-	
Multi-Purpose Room	\$ 350.00		
Flexible Space (Room 203)	\$ 300.00		
Conference B (Room 201)	\$ 200.00		
Space Total:			

PERSONNEL	FEE/HONORARIUM	REQUEST ()	CHARGE
Key Host	\$ 150.00		
Custodian	\$ 150.00		
Sound Technician	\$ 150.00		
Church Organist	\$ 200.00		
Clergy	\$ 300.00		
Security	\$ 150.00		
Personnel Total:			

TOTAL (Space+ Personnel): _____

Note 1: For weddings and funerals or memorial services, Centenary United Methodist Church members are not assessed fees for the use of facilities nor honoraria for clergy services.

Note 2: Fees are negotiable for groups affiliated with Centenary or the United Methodist Church. Refer to Paragraph D of the Facility Use Policy.

Note 3: Payment of the fees, if applicable, must be received in the office of Centenary United Methodist Church at least two weeks prior to the event.

Applicant has read and agrees to all terms and conditions in CUMC's Facility Use Policy

Signature of Group Leader

Title or official capacity

Printed Name of Group Leader

Date

CUMC Approval _____
For the Board of Trustees

Date