

**Asbury United Methodist Church
Wedding
Building Use Request Form**

Asbury United Methodist Church appreciates the opportunity to serve the church membership and community by making the facility available to individuals as well as non-profit organizations. To maintain our ability for service in this area, we request that you read carefully and follow the attached Building Use Policies.

Rental fees are waived for Asbury UMC Members when used for a current Church Member, or the children and grandchildren of said church member. A \$100.00 refundable deposit is required to secure the date of the reservation for all non-members. All other fees pertinent to the use of Asbury's facilities are due at the time of the reservation or within 30 days of the event, whichever is first. The key deposit will be refunded when the key is returned, and the building and grounds have been inspected. Reservation fees are non-refundable unless the reservation is cancelled within 14 days of the event. Refunds are given at the discretion of the Board of Trustees based on circumstances and the board maintains the right to refuse a refund.

Event Details:

Bride's Name: _____ Groom's Name: _____

Asbury Member (Yes/No): _____ Requested Date / Time: _____

Date(s) and Time(s): _____ Estimated Attendees: _____

Address: _____

Phone: _____ Work: _____

Email Address: _____

Area(s) Desired: Please circle all that apply: Classrooms
Sanctuary Chapel Fellowship Hall

Restrictions of use:

1. Absolutely no alcoholic beverages are to be served on Asbury United Methodist Church's property.