

CUMBERLAND UNITED METHODIST CHURCH

219 N Muessing Street | Cumberland | Indiana | 46229 | 317.894.3454

BUILDING AND PROPERTY USAGE APPLICATION

☐ Full Member ☐ Non-Member Building Host \$20/hr _____

Group or Organization: _____

Contact Person _____

Address _____

Phone Number: _____ Activity Planned: _____

Number of people expected: _____ Date of Activity _____ / _____ / _____

Reservation time (including set-up & tear down) _____ : _____ AM/PM to _____ : _____ AM/PM

I agree to adhere to all rules and instructions for the usage of the building and will, in no way, hold Cumberland United Methodist Church responsible IAW Hold Harmless Agreement.

Signature _____ Date: _____ / _____ / _____

FOR OFFICE USE ONLY

☐ Approved ☐ Not Approved Building Host: _____

Trustee signature: _____

Comments: _____

☐ MPR ☐ Old Fellowship Hall ☐ Grand Hall ☐ Other

Received by: (initials) _____ Amount of deposit received \$ _____

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BUILDING AND PROPERTY USE POLICY

Whereas, all the property of Cumberland United Methodist Church is held in trust for God and for the advancement of His church.

THEREFORE, the Trustees of Cumberland United Methodist Church, known hereafter as CUMC, do establish and set forth the following Building and Property Use Policy for CUMC.

1. While CUMC encourages the widest possible use of its building and property (provided any such use is consistent with historical and Biblical Christian standards), the events at CUMC take precedence over all other uses including, but not limited to, community events and events sponsored by other Christian churches and organizations.
2. CUMC reserves the right to withhold access to any person, group, or organization, or event it deems unsuited for the buildings and property of CUMC. The Trustees, after consultation with the pastoral staff, shall determine such suitability. Facilities will not be rented for activities for which an admission is charged.
3. CUMC requires proof of insurance and the execution of a hold-harmless agreement from outside groups, organizations, or any individual(s) wishing to use the buildings and other property at the church.
4. No person, organizations, or group which is not a direct part of CUMC may use the adhesive tape, staples, tacks, nails, or hooks on any permanent wall or surface in any CUMC building or property unless such use is first approved in writing by the Trustees.
5. Unless custodial fees have been paid, any person, organization, or group using any room or space in CUMC buildings or property must restore the area to its original condition immediately following use of the space.
6. Neither smoking nor alcoholic beverages are permitted in any part of CUMC.
7. All foods shall be prepared, served, and eaten only in the designated areas kitchen(s), fellowship Hall, and classroom(s). No food is to be prepared, served, or eaten in the narthex, foyers, or Sanctuary.
8. All persons using any building or other properties at CUMC shall conduct themselves in a manner appropriate for Christian behavior. Vulgar, profane, and indecent language will not be tolerated.
9. The Indiana Conference of the United Methodist Church guidelines for protection of children, youth, and vulnerable adults will be followed. If your event occurs five (5) or more times per year, the sponsor(s) must complete a Child Protection Policy Form. Children shall not be left unattended in any CUMC building or property.

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HOLD HARMLESS AGREEMENT for use with **CUMBERLAND UNITED METHODIST CHURCH PROPERTY/BUILDING**

In consideration for the use of the facility known as Cumberland United Methodist Church building and/or property located at 219 N Muessing Street, Cumberland, In 46229

I, _____ as the representative of the group or organization

known as _____

And located at _____

Agree to hold harmless Cumberland United Methodist Church (CUMC) for any damages to personal property or death of any person sustained during any activity by reason of the condition of the property or any part thereof or arising from the bursting or leaking of any water, gas or sewer pipes or due to any act or neglect of CUMC.

I further agree not to hold CUMC responsible for any lost or stolen items.

I, or my organization carries adequate insurance to fully protect us against loss or damage to the church property or for any casualty to an individual whatsoever. I have read the Cumberland United Methodist Church Building and Property Use Policy and agree to abide by them.

Signature _____

Printed Name _____

Date: / /

Title (if applicable) _____

Phone number: _____

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WEDDING FEES FOR FULL MEMBERS

CEREMONY

Sanctuary		
Organist	\$150	
Pastor	\$200	
<i>(three counseling sessions, rehearsal, wedding)</i>		
Audio Engineer	\$45	
Custodian	\$60	
SUBTOTAL		
Building Host	\$20/hour	
TOTAL		

refundable damage deposit of \$100 (separate check)

RECEPTION

MPR/Kitchen		
Set-up/ Tear down fee	\$40 x _____ hours	\$ _____
Building Host	\$20 x _____ hours	\$ _____
Custodian	\$60	
TOTAL		

☐ Trustee Chair ☐ Treasurer ☐ Building Host ☐ Pastor ☐ File

Posted on Calendar: _____ / _____ / _____

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WEDDING FEES

CEREMONY

Sanctuary	\$300	\$
Organist	\$150	\$
Pastor	\$200	\$
<i>(three counseling session, rehearsal, wedding)</i>		
Audio Engineer	\$45	\$
Custodian	\$60	\$
SUBTOTAL		\$
Building Host	\$20/hour	\$
TOTAL		\$

refundable damage deposit of \$100 (separate check)

RECEPTION

MPR/Kitchen	\$200	
Set-up/ Tear down fee	\$40 x _____ hours	\$
Building Host	\$15 x _____ hours	\$
Custodian	\$60	\$
TOTAL		\$

☐ Trustee Chair ☐ Treasurer ☐ Building Host ☐ Pastor ☐ File

Posted on Calendar: / /

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WEDDING APPLICATION

GROOM

☐

Member

☐

Non-Member

Name _____

Address _____

Occupation _____

Father's Name _____ Birth Place _____

Mother's Name _____ Birth Place _____

Age _____ Birth Place _____

Previous marital status _____

Last marriage ended in ☐ Death ☐ Annulment ☐ Divorce

Number of previous marriages _____ Date last marriage ended ____ / ____ / ____

BRIDE

☐

Member

☐

Non-Member

Name _____

Address _____

Occupation _____

Father's Name _____ Birth Place _____

Mother's Name _____ Birth Place _____

Age _____ Birth Place _____

Previous marital status _____

Last marriage ended in ☐ Death ☐ Annulment ☐ Divorce

Number of previous marriages _____ Date last marriage ended ____ / ____ / ____

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CEREMONY DETAILS

Wedding Date	____ / ____ / ____	Time: _____	AM/PM	☐ Sanctuary ☐ Outside
Rehearsal Date	____ / ____ / ____			
Total number of attendants	_____			
Head Usher name	_____	Maid/Matron of Honor	_____	
Ring bearer's name	_____	Flower girl's name	_____	
☐ Single ring	☐ Double ring	☐ Engagement ring		
Bride presented by	_____			
Children in ceremony	☐ yes	☐ no		
Guest Pastor	☐ Yes	☐ No		
Pastor Name	_____	Pastor Phone	____ / ____ / ____	
Authorized Signature	_____	Date	____ / ____ / ____	
Posted on calendar	____ / ____ / ____			

COUNSELING SCHEDULE

Sessions	_____	_____
	_____	_____
Pastor	_____	

POST MARRIAGE

Address	_____
Anticipated church relationship	_____