☐ Ministry of the Church ☐ Non-Ministry of the Church

SINGLE USE APPLICATION FOR USE OF BUILDING
DUNCAN MEMORIAL UNITED METHODIST CHURCH
210 East Main Street • Berryville, VA 22611 • (540) 955-1264
(Ministries of the Church – ex. UMM, UMW, etc. are exempt from this requirement)

Today's Date:_____

Name of Organization:_____

Please complete for up to 3 contacts at least 18 years old:

	Primary Contact	Secondary Contact	Third Contact
First and Last Name			
Mailing Address			
Email Address			
Phone number(s)			

Purpose of Use:_____

_____

Date Requested:_____Time:_____

Number of Attendees Anticipated: _____ Preschool age _____Children 6 – 12
_____Youth 13 – 17 _____Adult 18+

Area(s) to be used:_____

Provisions Needed – indicate number or check as appropriate:

_____tables _____lectern with microphone

_____chairs _____audio equipment (specify)

_____video equipment (specify) _____kitchen equipment (specify)

We, the undersigned have been furnished with a copy of the Building Use Policies and agree to be bound by them. Fees, if applicable, are payable to Duncan Memorial United Methodist Church at the time of application approval. The event will not be scheduled until fees are paid. No access code for door entry will be assigned until the Trustees approve this application and a signed copy of this form is on file.

Signature of Responsible party:_____