

Christ United Sports & Rec Center (SRC) Reservation Form

Date of Event _____ Type of Event _____

Set Up Start Time _____ Event Start Time _____ Event End Time _____ Clean Up End Time _____

Church Sponsored Event? (Sunday School, Methodist Men, etc.): Yes _____ No _____

Church Sponsored Events:

- No charge during normal Sports & Rec Center operating hours
- \$25 per hour staffing fee for events outside normal Sports & Rec operating hours

Non-Church Sponsored Events:

- Gym \$60 per hour for full court; \$30 per hour for half court (NO food or drinks allowed in the Gym)
- S126 \$30 per hour
- Additional \$25 per hour staffing fee for events outside normal Sports & Rec operating hours
- Events requiring custodial services will incur an additional \$25 per hour custodial fee

NO ALCOHOLIC BEVERAGES OR SMOKING PERMITTED

NO GLITTER OF ANY KIND PERMITTED

NO PARTY IS CONFIRMED UNTIL YOU HAVE PAID A DEPOSIT AND JOSH HAS CONFIRMED ROOM AVAILABILITY AND STAFF AVAILABILITY

Name: _____ Member of CUMC: Yes _____ No _____

Address: _____ City _____ Zip _____

Home Phone: _____ Cell Phone: _____

Email (please print legibly): _____

Total number of guests attending: _____ Adults: _____ Children: _____

Brief description of event: _____

Outside entertainment scheduled: Yes _____ No _____ Use of sound system: Yes _____ No _____

Rooms Requested: _____

Special Request: _____

Party Agreement

Reservations require a deposit of 50% of the rental fees to be paid in order for the event to be added to the Sports & Rec Center calendar. The remaining balance must be paid in advance of the event.

If the event is canceled with less than 14 days notice the deposit is lost. If late cancellation is due to illness, the deposit may be applied to a new date. A copy of the Christ United Methodist Church Facilities Use Agreement must be signed before use of this facility may be granted.

If staffing fees are incurred, they must be paid to the individual staffing the event at the event with either cash or a check payable to the individual.

I _____, the undersigned, have read, understand, and agree to the terms stated on this form for my usage of this facility and for the services rendered.

I _____, the undersigned, have read, understand, and agree to the terms stated in the Sports & Rec Center Policies.

These policies may be found online at <https://cumc.com/memberships-and-policies/> and at the Sports & Rec Center Welcome Desk.

Signature Date

Email Josh Beasley at josh@cumc.com or call 972-596-6073 with any questions.

For Office Use Only:

Rental Fees: _____ Staff Fees: _____ Custodial Fees: _____ Total Cost: _____

Signed Agreement Received: Date _____ By _____

Initial Deposit Received: Date _____ By: _____ Amount _____ Check# _____ Cash _____

Final Payment Received: Date _____ By: _____ Amount _____ Check# _____ Cash _____

Staff Fee Received: Date _____ By: _____ Amount _____ Check# _____ Cash _____

Custodial Fee Received: Date _____ By: _____ Amount _____ Check# _____ Cash _____