

**Wrightsboro United Methodist Church**  
**APPLICATION FOR USE OF BUILDINGS AND GROUNDS**

Phone: 910-762-2583 Fax: 910-762-2549 Email: [stacy@wrightsboroumc.org](mailto:stacy@wrightsboroumc.org)

Please return the completed form by mail or in person to Wrightsboro United Methodist Church at 3300 North Kerr Avenue, Wilmington, NC 28405 or by email to: [stacy@wrightsboroumc.org](mailto:stacy@wrightsboroumc.org)

Name of user: \_\_\_\_\_ Application date: \_\_\_\_\_

If user is a group, name of person responsible: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

WUMC member?      Yes       No       If no, name of Sponsor: \_\_\_\_\_

Please briefly describe your activity: \_\_\_\_\_

Please state the facility or facilities needed (see list below): \_\_\_\_\_

Date requested: \_\_\_\_\_ Times needed: \_\_\_\_\_ Date/times to set up: \_\_\_\_\_

**WUMC members will have first priority for use of all church facilities.**

It is required that all non-members have a member of Wrightsboro UMC as a sponsor. This church member will be responsible for obtaining keys, granting access, supervising, etc. This requirement is to ensure that all the rules are followed and that the facilities are properly cared for. Anyone using the facilities will be expected to leave the areas exactly the way they were found. If there is a need to move anything other than tables and chairs, please discuss this with the office manager or the Pastor before moving the item.

**Facility Rate Schedule**

Facility	Member Rate	Non-Member Rate
Sanctuary	None	\$200.00 per use
Fellowship Hall/Kitchen	None	\$200.00 per use
Classrooms/Meeting Rooms	None	\$50.00 per use

\*If this causes a financial hardship, please discuss it confidentially with the Senior Pastor.

**I HAVE READ THE POLICIES AND PROVISIONS FOR THE USE OF THE CHURCH FACILITIES AND AGREE TO ABIDE BY THEM.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For office use only:**

Approved or Denied (circle one), by: \_\_\_\_\_ Date of action: \_\_\_\_\_

Basis for approval or denial: \_\_\_\_\_

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