

NEW CONNEXIONS UNITED METHODIST CHURCH

1 Grove Street, New Paltz, NY 12561

www.newconnexionsumc.org – newconnexionsumc@gmail.com

BUILDING USAGE APPLICATION (updated Dec. 2025)

1. Name – Group – Organization _____

2. If not a member of NCUMC, name of church sponsor _____

3. Name of contact person _____

Address _____

Phone _____

Email _____

Reference _____

4. Does your group/organization have non-profit status with NYS/Fed Gov't – Yes or No

5. What is the purpose for the Building Usage (be specific) _____

6. Space Desired (check all that apply)

Sanctuary Fellowship Hall Library Outside Lan
 Social Hall Church School Room Quiet Room
 Kitchen (requires a church member to be in kitchen; stove/oven not available)
Please provide name _____
 Piano (requires prior permission, a tuning, and fee)

7. Date (s) space is desired _____

8. Time space is desired Arrival _____ Departure _____

Note: The church member sponsoring the event will arrange for access to the building.

I have read and agree to the terms and conditions on the back of this form.

Signature _____ **Date** _____

Reviewed by Trustees _____ **Date** _____

Approved pending required documentation **Fee**

Reason for Denial

Applicant Notified On **By**

Certificate of Insurance Received **Safe Sanctuary Agreement Form Received**

Piano Use approved

Terms and Conditions for Building Usage – New Connexions United Methodist Church

Building users must adhere to the United Methodist Social Principles the New Connexions United Methodist Church's commitment to be a Welcoming Congregation committed to recognizing and celebrating the diversity of God's creation and gifts, reflecting God's love and justice and its commitment to be an Anti-Racist Congregation.

1. Applications should be submitted at least 4 weeks prior to the date of requested use. Applications will be reviewed and considered by the Board of Trustees. Applications for groups meeting on a regular basis must be resubmitted annually.
2. New Connexions United Methodist Church does not rent space to "for profit" groups.
3. Members of New Connexions United Methodist Church may apply to use our space for private functions provided that they obtain the requisite insurance coverage.
4. Upon approval, the group/organization/individual **must provide a Certificate of Insurance naming the New Connexions UMC to the Board of Trustees. This should include general liability and property damage in the amount of \$1m.**
5. Upon approval, the group/organization/individual **must read, sign, and comply with the Safe Sanctuary Policy and provide the signed agreement form to the Board of Trustees.** The policy and agreement form can be found on our website www.newconnexionsumc.org.
6. The consumption of alcohol or smoking are not permitted anywhere in the church or on the grounds.
7. Anyone approved to use the church is expected to accept the condition of the room assigned "As Is". At the conclusion of the event, it is expected the group will return the space to its proper condition.
8. Storage of any equipment at the church must be approved in advance by the Board of Trustees. Items must be stored in designated space and storage is at the group's risk.
9. Groups who use the church on a regular basis should be aware that occasionally they may be asked to relocate to another space in the building due to a church event.
10. Only the space requested and approved may be used.
11. It is important that the contact person and contact information be accurate as this person will be the interface person with the New Connexions United Methodist Church personnel.
12. The use of the piano in the sanctuary requires prior permission. Tuning of the piano is required by the applicant. Tuner will be the one used by the church. The fee is approx. \$120.
13. Building Usage Fees:

Fewer than 10 participants	\$1.00 per person (12 Step groups etc)
10 -25 participants	\$25.00
26 – 40 participants	\$50.00
More than 40	To be determined by Trustees
Use of Lawn	To be determined by Trustees
Wedding Fees for Church	Church Member Donation appreciated Non Church Member \$250.00
Wedding Fees to: Pastor	\$250.00 Organ temporarily unavailable Cleaning To be determined by Trustees
Wedding Reception - Social Hall & Kitchen (stove/oven not available)	Church Member Donation appreciated Non Church Member \$250.00 Cleaning To be determined by Trustees