

BUILDING USAGE APPLICATION FORM
Metropolitan-Duane United Methodist Church
201 West 13th Street, New York, NY 10011-7795

DATE OF APPLICATION: 7/9/92

NAME OF GROUP: Marsha P. Johnson Memorial

CONTACT PERSON: Randy Wicker c/o Uplift Lighting

ADDRESS: 506 Hudson St, NYC 10014

PHONE NUMBER: AM - before noon [REDACTED]

REQUESTED USE: After 1:00 pm - [REDACTED]

SPACE: _____

DATE: Sunday, July 26th 2-6pm

TIME: 2:00 pm - 6:00 pm

PURPOSE OF USE: Memorial & remembrance service for
Marsha P. Johnson, aka Malcolm Michaels,

PURPOSE OF GROUP: Memorial

REFERENCES: Karen Ziegler / Brenda Fay / MCC /
Chris Babich / PWA Coalition

CONTRIBUTION AGREEMENT: \$300⁰⁰

Non-refundable deposit \$100⁰⁰ Balance: _____

Custodial fee: _____ By check, 10 days in advance.

PROOF OF NON-PROFIT STATUS: _____

Tax exempt #: _____

Please send a self-addressed card or envelope for notice of approval.

(these items for office use only)

SCHEDULING PROBLEMS: _____

APPROVED / ___ / NOT APPROVED / ___ / NO OBJECTION / ___ /

FOR THE TRUSTEES

PASTOR

Rates are for a four (4) hour period. There will be a charge of \$85. per hour for overtime use of Sanctuary and Duane Hall, and 35.00 per hour for overtime use of Cadman Lounge. or Library. or Russell Chapel.

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1. The watchperson will expect you to be in the church only during the hours requested. Allow time for set-up and take down. Access to the building before or after the requested hours must be negotiated through the church office.

2. Applications take approximately one week (7 days) from time of receipt for processing. You will be notified at the time of approval or refusal by the church office.

3. All contributions should be made by Check, payable to Metropolitan Duane U. M. Church, one week prior to building usage. Deposits are not refundable if sufficient notice is not given before cancellation.

4. The facilities must be left in the condition in which you found them. Chairs should be stacked in the appropriate place. Breakage of dishes or equipment must be paid for by the group using the facilities.

5. Closing time is 11:00 P. M. All building users must clear the building by that time.

6. You are required to provide the church office proof of your tax exempt and non-profit status.

7. The entire building is a "smoke free zone". This is a matter of law for places of public assembly. There is to be no gambling of any kind. No alcoholic beverages are allowed in this building. No eating or drinking of any kind, except with permission.

8. I (or We) have read the above carefully, and agree to abide by the rules and regulations so specified.

Signature: Randy Wicker Position: Coordinator

Print name: Randy Wicker

(page 2 of 2)

(bldusapp.frm)Rev 12/90

IF NO ANSWER

OPEN: 1:00-8:00 PM
7 DAYS-A-WEEK
CALL FIRST BEFORE COMING

UPLIFT INCORPORATED
506 Hudson Street
(Just North of Christopher Street)
N. Y. C., N. Y. 10014
DECO LIGHTING - HOLOPHANE SHADES

RANDY WICKER
OWNER