

# Use of Facilities

Person or Organization requesting use of the church facilities:

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Description of the event:

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Areas of the building requested:

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Date requested: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Date requested: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_

If the event involves children or youth, how many adults will be present? \_\_\_\_\_

Special set up required? (if so, please describe): \_\_\_\_\_

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Contact person:

Name: \_\_\_\_\_

Street: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

Terms of Agreement:

1. A 25% deposit is required as a down payment at the time of approval to hold space. The remaining balance must be paid at least three business days prior to date of event. Not receiving the remaining balance will result in cancellation. If this is not possible, please call the church office to make arrangements as soon as possible.
2. Any keys required must be obtained through the church office during regular office hours and returned during office hours. A deposit of \$25 will be required at the time of key pick-up; the deposit will be refunded when keys are returned. **KEYS MAY NOT BE DUPLICATED.**
3. Facilities are to be left in the same condition as they are found. Any furniture moved must be put back in place. Any trash must be disposed of properly in the dumpster located in the parking lot. Should these instructions not be followed, an addition fee will be assessed.
4. Use of facilities listed above is for times and dates contracted. Any addition usage must be cleared through the church office, and addition fees will be charged.
5. Use of any special church equipment must be arranged through the church office.
6. Smoking and use of alcoholic beverages are **prohibited**.

Statement of Liability

Groups and their members agree to assert no claim against Del Ray UMC, its Trustees, officers, and /or members as a result of damages sustained to the person or property of groups and their members while on Del ray UMC property. Use of Del Ray UMC building/grounds and/or their equipment is at the entire and sole risk of said group and their members. The groups and their members agree to bear the entire risk of loss and/or injury to their property and/or person(s) resulting directly or indirectly from the use of Del Ray UMC facilities. The Groups and their members agree to repair or replace, at the discretion of the church's Trustees, any damage to any portion of the facility and/or equipment occurring during the time the group was using the church facilities, any damage shall be immediately reported to the church office and trustees.

As the individual responsible for this group and event, I acknowledge I have read and am aware of the requirements for use of the building, contained here and accept responsibility for our group's actions. I have read and agree with the above Statement of Liability as well as the Terms of Agreements.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Facility Use Request Form Information**

Please Read Carefully

- Pending approval of your application by the church board, you will be contacted as soon as possible. Decisions will be made same-day or in 1-2 days depend on your event, event size, and your requests.
- If approved 24% of you're the total price will be required as a deposit to hold your date and space.
- Keys may be picked up beginning 3 days prior to your event. Keys may be picked up beginning 3 days prior to your event. Keys may not be picked up more than 3 days in advance. A \$25 deposit is required which will be given back to you when keys are returned.

If you have further questions, please do to hesitate to ask. You may contact the church office via phone, email, or in person

Thank you!