



A UNITED METHODIST
FAITH COMMUNITY

Building Use Request Form

Appendix A

Date request made

Sponsoring Person or Organization:

Person in Charge:

Address

City

Zip

Phone

Email

Event/Activity:

Date(s) of Event/Activity:

Time:

Description of Event/Activity:

Expected Attendance:

Yes No

Will there be a fee charged to participants?

If yes, how much?

Will food be served?

If yes, describe?

Facilities and/or Equipment Requested:

If your event takes place in the late afternoon or evening or on a weekend when the church office is closed, it is *YOUR responsibility* to remember to make arrangements with the church office (Monday-Thursday 9:00am to 1:00 pm and pick up a key to the door).

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Building Use Fees and Rates:

Members - no charge for personal events, donations will be accepted. If members is booking on behalf of another group, please see below for guidelines and fees.

Other church groups, district/conference functions, church-affiliated groups - Free of charge.

Non-Profit and Service Organizations - Free of charge, a donation would be *greatly appreciated*.

Others - There will be a charge, fees and rates below:

Classrooms & Parlor - \$10/hour Sanctuary - \$25/hour
Social Room - \$25/hour Power Point Projector \$50 fee
Large Kitchen- Refreshments \$20 fee; Cooking/baking \$40 fee

Please complete additional forms in requesting custodial service \$25 flat fee for first hour and \$20 an hour for additional time. Person in charge and participants must assume liability for damage or injury and the necessary supervision of the activity. Decorations must not deface the building (**DO NOT tape anything to walls, ceiling, or posts** as the tape pulls the paint off our walls) and must conform with the State Fire Marshall regulations. Rooms are to be left in a clean, orderly condition.

There will be **NO SMOKING OR COMSUMPTION OF ALCOHOLIC BEVERAGES** in the buildings or on the surrounding grounds.

Complete the form and submit it to the church office for processing. By completing this form, I acknowledge receipt of the “Marquette Hope UMC building use policy” and agree to abide by its terms.

Signature of person responsible

Hold Harmless Agreement

The undersigned is authorized to act on behalf of and be responsible for the User making application. S/he will see that the facilities are not misused or abused, that there is proper adult supervision at all times, that the facilities are used in conformity with all policies and regulations of the Church, and that the premises are returned in the same condition they were found.

The undersigned understands and agrees that this application does not establish an employer-employee relationship between the User and the Church, that the event is not a Church conducted or Church sponsored event, and that the Church will not exercise any supervision or control over the operation of the event unless expressly agreed to the contrary in writing.

It is further understood that in consideration of the facilities made available to the User, User agrees that the Church, its employees, members, agents, and representatives, shall not be liable for any damages arising from personal injuries, property damage, or otherwise, sustained by the User or any of its guests in, on or about the premises of the Church, or as a direct or indirect result of their using the facilities. By signing this application, User accepts and assumes full responsibility and/or risk of injury or damages which may occur to the User or its guests, and fully and forever releases and discharges the Church, its employees, members, agents and representatives from any and all claims, suits, demands, orders, judgments, damages or causes of action, past, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from or arising out of, either directly or indirectly, the use of the Church's facilities.

It is further understood and agreed that in consideration of the facilities made available to the User, User agrees to indemnify and save harmless the Church, its employees, members, agents and representatives from all claims, suits, demands, orders, judgments, damages or causes of action, past, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from or arising out of, either directly or indirectly, the use of the Church's premises and/or facilities by User or any of its guests. This agreement to indemnify and hold harmless includes but is not limited to any and all damages, expenses, and costs for which the Church, its employees, members, agents and representatives may be claimed or found to be liable, as well as reasonable attorney's fees and costs necessary to defend the interests of the Church, its employees, members, agents and representatives. It is further agreed that this indemnification and hold harmless agreement will apply even if injuries or damages are caused in whole or in part by acts or negligence by the Church, its employees, members, agents or representatives.

Signature of person responsible

Date: