

REQUEST FOR USE OF FIRST UNITED METHODIST CHURCH

Date and Time of event _____ (Evening events must be concluded and building vacated by 9pm)

Room requested for use _____ Name of Event _____

Type and purpose of event (provide full details) _____

Number of people attending _____

Name of Sponsoring Group _____

Address _____

Are you a ___ not-for-profit or ___ for profit group? Is this a ___ short term or ___ long term event?

Name, address and phone number of local contact person in charge of event _____

Person responsible of church key _____ ph # _____

Will food be served? _____ (Cleaning is the responsibility of the group. If extra cleaning is required by the church staff a \$10.00 per hour fee will be charged.)

Does your group have liability insurance? ___ yes ___ no

If yes please provide the insurer's name and the policy number _____

Your group is responsible for all liability, persons and property connected with your event.

NO RAFFLES OR RUMMAGE SALES ARE ALLOWED, NO ALCOHOLIC BERERAGES OR SMOKING IS ALLOWED ON CHURCH PROPERTY. EVENTS FOR PERSONAL GAIN OR PRIVATE PARTIES ARE GENERALLY NOT ALLOWED AND WILL REQUIRE PERMISSION FROM THE FUMC BOARD OF TRUSTEES OR ADMINISTRATIVE COUNCIL.
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Date _____ Signature of person in charge of event _____

FUMC representative

Signature

Printed Name

Signature

Printed Name