

FIRST UNITED METHODIST CHURCH
Facility Request Application
(revised September 2008)

Name of Group (if applicable): _____
Name of Event: _____
Purpose of Event: _____
Contact Person: _____
Address: _____
Home Phone: _____ Work: _____ Cell: _____
FUMC Member Signature _____

OFFICE USE ONLY
Accept / Reject
Date: _____
Office Staff Personnel receiving request: _____

Deposit Pd: \$ _____
Date: _____
Ck # _____

Balance Pd. \$ _____
Date: _____
Ck #: _____

Date Requested: _____ Begin Time: _____ AM / PM
Event Start Time: _____ AM / PM End Time*: _____ AM / PM

*** End time is 10:30 p.m. Monday-Saturday; 5:30 p.m. Sundays**

Space Request	
<p style="text-align: center;"><u>Church:</u></p> <p>___ Sanctuary ___ Social Room ___ Classroom Room # _____</p>	<p style="text-align: center;"><u>First Place Christian Center:</u></p> <p>___ First Floor (Great Room, Agape Room & Kitchen)</p>

Facility and Custodial Cost Schedule				
	Non-Church Members / For-Profit Groups		Church Members / Non-profit Groups	
	Facility	Custodial	Facility	Custodial
<u>Church</u>				
Sanctuary	300.00	80.00	-0-	80.00
Social Room	50.00	50.00	-0-	-0-
Classroom	50.00	25.00	-0-	-0-
<u>First Place</u>				
First Floor	225.00	100.00	100.00	100.00
(Great Room, Agape Room & Kitchen)			-0-*	-0-*
* Subject to approval; member sponsored; 3 hr. limit including set up & tear down; facility left as found				
Audio/Video Equipment**	50.00*	-0-		
(2 hr. min.; \$25. per hr. after that)				

** subject to availability of church approved operator.

Total Cost: _____

\$30.00 non-refundable deposit due when making reservation. Balance due two weeks prior to event.

OVER

Use of Facility Agreement

I have read, understand and agree to abide by the following regulations:

- All rooms including the kitchen must be left in a neat and orderly condition. Lost and damaged equipment must be replaced or a replacement charge will be administered. People using the facility are to put the tables up and down.
- Church members and approved non-profit groups using the facility free of charge are limited to a three hour time span including set up and tear down. Facility must be left clean and re-set to the original set up. If not, a \$25. per hour fee will be charged to the member / group and future usage will be suspended.
- Only the room requested on the Facility Request Form may be used.
- Attaching objects to the ceilings, walls or light fixtures is prohibited. No use of thumbtacks, tape etc.
- The Church cannot store equipment, supplies or materials owned by groups or individuals and cannot be responsible for the same.
- Children must be supervised by adults at all times.
- Smoking on all church property is prohibited.
- There shall be no use of alcohol on church premises, including the parking lots.
- There shall be no use of candles in the building without prior authorization.
- No stage equipment is to be moved.
- The Church reserves the right to discontinue immediately the use of any room by any group which disturbs the operation and procedures of the church or violates the church's purpose and beliefs.
- The use of the facility does not in any way constitute an endorsement of the user's beliefs or policies nor does it imply in any respect an affiliation with the First United Methodist Church.
- Failure to comply with these regulations may cause forfeiture of future use.
- Custodial hours are flexible with each event. The people using the facility should have the name and number of the custodian and the custodian should have the name and number of the facility users so they can let the custodian know when facility users need in and out of the building.
- The requester or attendees shall not engage in any conduct contrary to the church' purposes and beliefs

I understand this is an application and is not binding until accepted by the First United Methodist Church

I have read, understand and executed the hold harmless and indemnification agreement, which shall be placed in effect upon the acceptance of this application.

.I understand the First United Methodist Church does not charge a rental fee. However, if accepted, the requestor agrees to and shall reimburse the church pursuant to the schedule stated in the Facility Request Application.

Signature of Requestor

Date

The First United Methodist Church

110 West Franklin Street

Troy, Ohio 45373

Thank you for inquiring about the use of facilities at the Troy First United Methodist Church. Various space is available at the discretion of the church for private events. Attached is a "Facility Request Form" that lists the available spaces and associated fees. Our fees are not to be considered rent, but fees to help offset the maintenance and custodial costs associated with your event.

The church will attempt to reply within 5 working days of your request. Do not consider the completion of the Request Form as confirmation of your reservation. Many groups request the use of our facilities and we process all requests on a first-come basis.

We are very proud of our ministries that extend the peace of Christ in a variety of ways. We ask your cooperation in conducting all activity on church premises in a Christian manner. The First United Methodist Church reserves the right to deny any and all requests which are deemed objectionable to the purpose and ministry of the Church.

The members and friends of the First United Methodist Church extend to you a warm welcome and hope you enjoy our facilities. Please complete the attached form(s) and return them to the church office. Forms may also be mailed to: First UMC, 110 West Franklin Street, Troy, Ohio, 45373.

Sincerely,

The First United Methodist Church
Board of Trustees

OVER

HOLD HARMLESS AND INDEMNIFICATION

For valuable consideration, the receipt of which is hereby acknowledged, the undersigned, _____ whose address is _____, do(es) hereby agree to indemnify, protect, and save and hold harmless The First United Methodist Church and First United Methodist Church of Troy, hereinafter Church and their respective representatives, agents and employees, from and against any and all liability, actions, causes of action, claims, judgment, loss, cost and expense arising out of or in any way related to or connected with the use or occupancy of the premises of the Church by undersigned or by any of the undersigned's agents, employees, invitees, representatives or guest, which use or occupancy results in any injury or alleged injury whatsoever to persons or property. I/We hereby unconditionally agree that I/we shall utilize maximum care in the use of the premises to avoid accidents or occurrences that might cause injury to persons or property . If any claim is alleged against the Church by anyone (including governmental agencies) arising out of or in any way related to the use or occupancy of the premises by the undersigned its representatives, agents, invitees, employees or guests, it is expressly understood and agreed that the undersigned shall take over the defense of each and every such claim promptly and pay all attorney's fees, judgments, settlement payments and all other costs and expenses whatsoever incurred in connection with defense of all such claims, without exception. It being expressly understood that the undersigned shall be and remain fully responsible for all such claims and will hold the aforementioned indemnities completely harmless from and against any liability, actions, cases of action, clams, judgments, loss, cost or expense whatsoever in connection therewith.

Signature: _____

By: _____

Title: _____

Date: _____