

Non-Member FACILITY USE REQUEST FORM

Give a copy of Event Guidelines

The building is available to be reserved from **7 am to 9 pm** Monday through Friday, **9 am to 8 pm** on Saturday, and is not available on Sundays. Outside groups will be charged a fee for use of the building. We do not rent to for-profit groups.

THIS FORM MUST BE COMPLETELY FILLED OUT BEFORE IT WILL BE ACCEPTED.

Person making Request _____

Address _____ City _____ St _____ Zip _____

Phone Number _____ (Cell/Home) Email _____

Room or Location Requested (check all that apply): Sanctuary ___ Chapel ___

Fellowship Hall ___ (Complete Guidelines for use of Fellowship Hall)

Kitchen ___ Classroom(s) ___ (How many? ___) Youth Rm ___

Hostess Assigned _____

Event: _____

Date of Event: _____ Number of Attendees: _____

Arrival Time: _____ (set up, decorate, etc.) Events Times: _____

Departure Time: _____ (Building will be clean and orderly.)

Equipment Requested (be specific):

Recorded Music ___ CD/DVD/VIDEO ___ Microphones # _____

Piano ___ Name of Player: _____

Organ ___ (SFUMC organist must be used)

Sound system ___ (SFUMC sound tech will be assigned)

Other Equipment: _____

PLEASE INITIAL:

1. I have read the Event Guidelines and agree to abide by them. ___
2. I agree to be the person in charge of the activity and shall be responsible for the conduct of the participants. ___
3. I agree children will have adult supervision at all times. ___
4. I agree that an adult will be responsible for use of all equipment. ___
5. I agree that the building will be left clean and orderly when I leave. ___
6. I agree to pay the non-refundable damage deposit and all fees before the day of the event. ___

Signature. _____

Date _____

The Sanctuary will seat approximately 385 people, the Chapel seats approximately 150 people, and Fellowship Hall accommodates approximately 120 people.

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___ All groups must provide a certificate of insurance from either a local or national organization as a condition of using our facility.

OR

___ Groups without insurance are required to sign a waiver (stated below) stating that the group and individuals will not hold Smyrna First United Methodist Church responsible for any injuries or other losses they might incur while on our property.

EXPRESS INDEMNITY WAIVER:

USER agrees to save, indemnify, and keep harmless SMYRNA FIRST UNITED METHODIST CHURCH against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (USER's employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by USER, save and except claims or litigation arising through the sole negligence or sole willful misconduct of SMYRNA FIRST UNITED METHODIST CHURCH. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.

___ I agree Signature: _____ Date: _____

Trustee: _____ Date: _____

CHURCH USE

Non Refundable Damage Deposit Received \$ _____ Date _____

Balance Owed: \$ _____ Paid _____

Hostess _____ Notified: _____

Sound Tech _____ Notified: _____

Organist: _____ Notified: _____

Custodian: _____ Notified: _____