

FACILITY USE REQUEST FORM

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. Please contact our office manager for reservation information. Outside groups will be charged a fee for use of the building.

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

Person making Request _____

Smyrna First Church Member? Yes No

Phone Number _____ Email _____

Room or Location Requested: _____

If requesting Fellowship Hall, complete Guidelines For Use of Fellowship Hall. The Sanctuary will seat approximately 385 people, the Chapel seats approximately 150 people, and Fellowship Hall accommodates approximately 160 people.

Request Key to Facility (Church Members Only)? Yes No

Hostess Assigned (non-members): _____

Event: _____

Date of Event: _____ Number of Attendees: _____

Time of Event (Beginning & Ending) _____

Equipment Requested (be specific): Kneeling bench Recorded Music

CD/DVD Piano Organ (SFUMC organist must be used)

sound system (sound tech will be assigned) microphones # _____

Other: _____

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 that an adult will be responsible for use of all equipment.
4. I agree that the building will be left clean and orderly when I leave.

Signature _____ Date _____

CHURCH USE

Non-Refundable Damage Deposit Received \$ _____ Date _____

Trustee/Pastor Authorizing Use of Facility _____

Hostess: _____

Notified: _____

Sound Tech: _____

Notified: _____

Organist: _____

Notified: _____

Custodian: _____

Notified: _____

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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: _____