Nolensville First United Methodist Church

Application for Use of Church Facilities
Single Event

Name of Group/Organization: _____

Date Requested: _____ Size of Group: _____

Facilities Requested: ☐ Sanctuary ☐ Fellowship Hall ☐ Grounds ☐ Youth Area ☐ Kitchen
☐ Sound System ☐ Other _____

Event Time: from _____ to _____

Begin Set-up Time: _____ Take down will be finished, and building will be vacated at _____

Purpose Needed: _____

Person(s) Submitting Request: _____

☐ Church Member ☐ Non-member ☐ Community Group ☐ Government ☐ For-profit

Phone: _____ Cell Phone: _____

Email Address: _____

Physical Address: _____

Upon approval of the request, I/we agree that _____ will be responsible for any damage to the Church facility caused by our group, we will abide by the Church Policy, and we agree to indemnify and hold NFUMC harmless, including attorney's fees, from any and all liability arising out of our group's use of the facilities.

_____ _____
Signature of Responsible Party Date

Please initial each item applicable:

_____ **Members**: I understand that a refundable cleaning/damage deposit of $100 is required in addition to the nonrefundable use fee(s) outlined above, paid upon submission of request.

_____ **Community Groups, Non-members, Government Groups, and For-profit Groups:** I understand that a refundable cleaning/damage deposit of $100 is required in addition to the nonrefundable use fee(s) outlined above paid upon submission of use request.

_____ **Community Groups**: Proof of Insurance is attached.

_____ The above signed has access to a Church key. Whose key? _____

_____ Arrangements for a key will need to be made. (Contact the Administrative Assistant).

Please allow two weeks after an event for return of cleaning/damage deposit.

Office Use Only:
Date request and deposit received: _____ Date entered on church calendar: _____
☐ Not Approved ☐ Approved By _____
Deposit Return: ☐ Approved ☐ Denied By _____
Date Deposit Mailed _____