



Request for Use of Church Facilities - Single Event

Name of Group or Host: _____

Date Requested: _____ **Size of Group:** _____

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

Event Time: _____ to _____

Access Requested at: _____ Take down will be finished and building will be vacated at: _____

Purpose: _____

Responsible Person Submitting Request: _____

NFUMC Member Non-member

NFUMC-Sponsored Group Community Group Government Organization

Phone: _____ home business cell

Email: _____

Mailing Address: _____

I/we have read the Facilities Use Policy and agree to abide by the General Policy and the Kitchen Policy (if kitchen is used).

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 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:

_____ **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 Administrator).

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

Office Use Only:

Date request and deposit received: _____ Date entered on church calendar: _____

Payment: _____

Not Approved Approved by: _____

Deposit Return Approved Denied by: _____

Date deposit returned: _____