

## Facility Use Agreement

____ FUMC Group	Any group, class, organization, activity or ministry of First United Methodist Church—Blue Springs
____ FUMC Sponsored Group	A group that maintains a current charter with First United Methodist or has been approved by the Administrative Board as sponsored by FUMC
____ Nonprofit Community Group	A nonprofit group which has values consistent with those of the United Methodist Church and exists for the betterment of the community or provides a service to the community
____ Other Groups	Any group not described by the above definitions

Name or type of event: \_\_\_\_\_

Dates of event: \_\_\_\_\_

Time of event: \_\_\_\_\_ Setup time: \_\_\_\_\_ Cleanup time: \_\_\_\_\_

Number of people expected: Adults \_\_\_\_\_ Children \_\_\_\_\_

Requested Room/Location \_\_\_\_\_

Equipment needs: Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

Audio/Visual needs: Microphone \_\_\_\_\_ Projector \_\_\_\_\_ DVD/TV \_\_\_\_\_ Sound System \_\_\_\_\_

Comments \_\_\_\_\_

Sponsoring organization: \_\_\_\_\_

Responsible party/contact: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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*Church Office Use* Room/grounds assignment: \_\_\_\_\_

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 I, the above-named responsible party, understand and agree to comply with the rules and principles set forth in the FUMC Facility Use Policy and request usage of FUMC facilities as indicated by the information provided above.

I accept responsibility for payment of fees and deposits according to the policy and current fee schedule.

I acknowledge responsibility for reparation of any damages resulting from my group's use of the facility.

I understand that violation of the FUMC Facility Use Policy may result in forfeiture of any security deposits.

I understand First United Methodist Church does not accept liability or responsibility for any personal injury, disability, economic loss or property damage incurred during the use of FUMC facilities. I/my organization releases FUMC from any claims which may arise out of any accident, injury or loss sustained by the responsible party or any member, participant, or attendee in attendance at the invitation of the responsible party, when using FUMC facilities. I/ my organization agrees to indemnify and hold harmless First United Methodist Church, the pastors, officers, and members, in the event of any claim made against the church resulting from use of the church facilities by the members or invitees of the responsible party.

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature of responsible party)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## Condensed Rules for FUMC Facility Use

1. All are welcome to use the facilities at First United Methodist Church for the purposes of worship, evangelism, missions, Christian teaching and training, service and fellowship.
2. No group is permanently established in any one location. If scheduling conflicts arise, every effort will be made to work with groups to identify alternative arrangements to meet the needs of all groups.
3. Church facilities are used for a variety of activities. Please be considerate of other groups by keeping to the time reserved and not disturbing supplies, worship items or other equipment which may be in the room.
4. Nothing may be permanently attached to walls, doors, woodwork or windows without prior approval from the Board of Trustees.
5. Groups are responsible for arranging their own tables and chairs for their event and restoring the room to the seating arrangement in which it was found.
6. All groups must use the utmost care when using FUMC facilities and leave the facility in good, clean condition. Lights should be turned off and external doors closed and locked when departing the facility.
7. Usage fees must be paid in full no later than one week in advance of the event date. Security deposits must be paid in full before an event can be added to the church calendar. Security deposits may be forfeited if the facilities are damaged or policy requirements are not met.
8. Alcoholic beverages and illegal drugs are not allowed anywhere on the church grounds. Smoking is not permitted in any of the church buildings.

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### Church office use

**Usage fees due:** \_\_\_\_\_ Notes: \_\_\_\_\_

**Optional fees due:** \_\_\_\_\_ Notes: \_\_\_\_\_

**Total fees due:** \_\_\_\_\_

Fee payment: \_\_\_\_\_ Date: \_\_\_\_\_ Balance: \_\_\_\_\_

Fee payment: \_\_\_\_\_ Date: \_\_\_\_\_ Balance: \_\_\_\_\_

Fee payment: \_\_\_\_\_ Date: \_\_\_\_\_ Balance: \_\_\_\_\_

**Security Deposit due:** \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit received: \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit returned: \_\_\_\_\_ Date: \_\_\_\_\_

Date event added to church calendar: \_\_\_\_\_