



United Methodist Church

REQUEST FOR FACILITY USE

Please complete and return to the church office.

Date _____

Facility requested:

Fellowship Hall (\$250) _____ Sanctuary (\$200) _____ Parlor (\$25) _____

Meeting room(s) and # (\$25) _____

Sponsoring group/organization _____

Responsible person _____ Phone # _____

(Signature implies this person will be present during the event.)

Name of event/activity _____

Event date _____ Beginning time _____ End time _____

Total time needed for set-up and tear-down _____

Number of people attending the event _____

Description of activity/special requests (kitchen equipment) _____

ROOM ARRANGEMENT

Please draw a sketch of the room arrangement you would like on page 2 of this form.

Number of tables needed _____ Number of chairs needed _____

Waiver of liability:

The Group shall comply with all rules and regulations established by Ridge UMC regarding access to the use of RUMC space. The Group waives and releases any and all claims, present and future, against RUMC arising out of or in connection with the RUMC space. The Group indemnifies and holds RUMC harmless from and against any and all claims, liabilities, damages, losses, and other costs and expenses of every kind and nature. The provisions of this paragraph shall survive the termination of the Agreement.

In return for being allowed to use RUMC facilities, I and my Group agree to abide by the terms and conditions of the RIDGE UNITED METHODIST CHURCH FACILITY RENTAL POLICY and to accept the responsibilities specified therein.

(Representative's signature)

(Date)

FOR OFFICE USE ONLY—DO NOT MARK IN THIS AREA

Rental/Usage Fee _____

Site Supervisor Fee _____

Received on _____

Site Supervisor _____

(make check payable to, due when reservation is made)

Confirmation copy sent on _____

EXIT

EXIT

STAGE

TO YOUTH ROOM

DOORS

KITCHEN

NARTHEX

