

Building Use Request Form

Please return this form to the church office.

Date of Event (month, day, year)

Group Name

Event Title

Event Start Time

Event End Time

Set-up Time

Break-down Time

Please check the room(s) requested or used: Sanctuary Fellowship Hall Kitchen Nursery
 Multi-Purpose room Youth Building Classroom # _____

Is this a recurring meeting? Yes No If yes, weekly monthly End Date: _____

How many people are expected to use the facility? _____.

Building monthly donation for maintenance and janitorial services _____.

The **leader** is responsible for acquiring a key, opening, closing, set-up, resetting furniture, and clean up. Please contact the church office with any concerns.

Leader Information:

Full Name

Phone Number

Email Address

Full Address (Street, City, State, Zip)

Alternate Leader Information:

Full Name

Phone Number

Email Address

Full Address (Street, City, State, Zip)

I (we) assume full responsibility for any damages to the Orange City United Methodist Church, located at 396 E. University Avenue and/or the OCUMC Youth building located at 395 E. University Avenue, as a result of this request. Furthermore, I (we) understand that OCUMC, its staff, volunteers, and the Florida Conference of the United Methodist Church will not be held liable for any injury, illness, or damage which may occur to me, my guests, and/or members of the above named organization and/or property during our requested use of the facility. We have provided a copy of our commercial general liability insurance with a minimum coverage of \$1,000,000 for each occurrence.

By signing this form, I understand all the procedures and policies of Orange City United Methodist Church and will make sure they are followed and have read and agree to follow the OCUMC Building Use General Rules.

Leader Signature

Date

Approval by the Pastor and Trustees:

Pastor

Trustee

Date

Administrative Assistant

Date

Key Number