

APPLICATION FOR USE OF CHURCH FACILITIES

PLEASE RETURN THIS FORM TO THE CHURCH OFFICE TWO WEEKS PRIOR TO YOUR EVENT.

NAME OF ORGANIZATION: _____

DATE OF SINGLE EVENT (mo/day/year): _____

Dates of weekly events: _____

Dates of monthly events: _____

TIME REQUIRED FOR USE OF THE FACILITIES (including set-up, event, and clean-up)

_____ SET UP _____ CLEAN UP / EVENT _____ AM / PM until _____ AM / PM

WHAT ROOM OR ROOMS ARE NEEDED? _____

TYPE OF EVENT _____ # OF PEOPLE _____

NAME OF PERSON RESPONSIBLE _____

ADDRESS _____

E-MAIL _____ PHONE # _____

HOW MANY CHILDREN? _____ ADULTS? _____ LEADERS? _____

**WHEN I HAVE FINISHED USING THIS ROOM FOR EVENT,
I WILL RESTORE THE ROOM TO ITS ORIGINAL CONFIGURATION AND CLEANLINESS BY:**



The Sexton is not responsible for setting up for or tearing down from your event.

Placing all trash in the trash receptacle and cleaning up any spills, crumbs, etc., from floors - if vacuum cleaners are needed, they are located on every floor in the marked closets.

If food is served, remove trash from cans and place in dumpster behind the church

Cleaning chalk board and/or removing and disposing of paper used on flip charts. Put away in proper place anything used for your event.

Placing tables, chairs, flip chart, etc. in proper place. There will be a picture in every room showing proper room set-up.

Removing our posters, decorations, directions, etc. from room/church.

Turning off all lights and fans.

Closing windows and doors.

I promise that I will abide by the proceeding rules and conditions for use of this facility

(Signature) _____

If this request cannot be honored, you will be contacted by our sexton.

All room assignments are subject to change. From time to time the Facilities Manager may deem it necessary to reassign rooms in order to care for ministry needs or special needs of other groups/individuals.

_____ Date fund raiser was approved by church council. _____ Date facility was approved by Facility Manager.

USER AGREEMENT

PURPOSE: This document is recommended to be used by churches of the Central Pennsylvania Conference which gives permission to use church property/facilities to non-church groups/ individuals (User). The Conference insurance policy covers only certain activities under the control of the local church. Non-church groups/individuals using church facilities, even though permission has been given, do so with the understanding that losses or liabilities incurred by non-church groups/individuals are not covered by the local church.

This Agreement entered into this _____ day of _____ (month) of the year _____, by and between _____ United Methodist Church of _____ Hershey _____ (“UMC”) and _____ (“User”) (address) _____.

WHEREAS, UMC is the owner of a building located at: 64 West Chocolate Avenue, Hershey, PA

WHEREAS, User desired to use such facilities on the terms and conditions set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good valuable consideration the parties hereto agree as follows:

1. UMC shall make available to User (description of facilities): _____
_____ from _____ to _____ (dates).
2. User agrees to indemnify and hold UMC harmless from any and all liability including attorney’s fees arising out of User’s use of the above premises or the building of which the facilities are a part or the parking facilities on or adjacent thereto (hereinafter “the facilities”)
3. User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of UMC to insure the User’s use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities.
4. User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in UMC’s locale; User will not engage in any activities in violation of such laws, ordinances, rules and regulations.

IN WITNESS THEREOF, the undersigned parties have executed the Agreement as of the day and year first above written.

Signed _____ (UMC Representative)	_____ (User Representative)
_____ (Name of Church)	_____ (Name of User)
_____ (Address)	_____ (Address)
_____ (Telephone)	_____ (Telephone)