

Request for Use of Building/Facilities

First United Methodist Church of Lebanon TN, Inc.

415 West Main, Lebanon TN 37087 615-444-3315 Fax 615-444-3385

This form must be signed and approved to appear on the church calendar. Priority for use of church facilities will be given to Lebanon FUMC groups. Lebanon FUMC groups using rooms on a regular basis may complete one form to keep on file. All persons/groups using facilities should act in a Christ-like manner. No alcohol or controlled substances are allowed on church grounds. All church buildings are smoke-free.

Name of Event: _____ **Date(s) requested:** _____
Group _____ (only non-profit organizations considered)

Time and Duration Needed (allow time for setup and tear down) _____
Presence on site related to event/facility use on Sundays is limited to 1:00 PM and after ONLY
No exceptions.

Total number of people expected _____

Contact person and/or person in charge of event _____
Phone # _____ (home) Phone # _____ (office)

Building to be used: (additional fees may apply, depending on event)

Main ___ Fellowship Hall ___ Family Life Center ___ (restrictions due to liabilities)

Sanctuary ___ Chapel ___ Parlor ___

Spain House ___ \$50 fee for non-member or group Pavilion ___ \$50 fee for non-member or group

List items you will be using: (we are not responsible for setups)

Long tables _____ Round tables _____ # chairs _____ Sound/TV/VCR _____

Covenant

I understand that the approval of this request for the use of this facility carries with it certain privileges and responsibilities. I acknowledge this facility is to be given utmost care and respect. Therefore, I covenant with the church to leave all equipment and facilities in as good or better condition than found. At the end of said event, I will be responsible for leaving the room/building in order:

1. Dispose of trash in dumpster.
2. If kitchen is used, it must be clean. (see kitchen rules)
3. Supplies/equipment should be returned to proper storage place.
4. Chairs and tables should be returned to their storage area or set up per diagram.
5. Non church items should be removed after the event. I understand that the church will dispose of any non-church items left 5 days after the last day of the event.

I will be the accountable person for this event. I have read the covenant and will comply.

Signature _____ **Date** _____

Approved by: _____ (Staff) **Date** _____

Calendar cleared: _____ **Date** _____ **Amt. Fee Paid \$** _____ **Date** _____

Notes: _____