

LANGLEY UNITED METHODIST CHURCH FACILITY USE REQUEST FORM

FOLLOWING JESUS BY DOING JUSTICE, LOVING KINDNESS, AND WALKING HUMBLY WITH GOD

NAME OF EVENT _____

CONTACT PERSON _____

PHONE _____ E-MAIL _____

DATE OF EVENT _____ TIME OF EVENT _____ ENTIRE TIME NEEDED _____

ROOMS REQUESTED: FELLOWSHIP HALL _____ FIRESIDE ROOM _____ SANCTUARY _____

OTHER ROOMS _____ KITCHEN (KITCHEN USE FORM REQUIRED) _____

NUMBER OF PEOPLE EXPECTED _____ SOUND SYSTEM ? (Y/N) VIDEO ? (Y/N) please circle

OTHER PERTINENT INFORMATION _____

I AGREE TO LEAVE THE FACILITY THE WAY I FOUND IT. A \$100 CLEANING FEE MAY BE IMPLEMENTED. I UNDERSTAND THAT THE CHURCH HAS A NO ALCOHOL POLICY.

THE OCCUPENCY OF THE FELLOWSHIP HALL IS 200 PEOPLE. YOU MAY ONLY SET UP FOR 180 PEOPLE.

DO YOU HAVE LIABILITY INSURANCE? YES _____ NO _____

SIGNED _____ PHONE _____

TO PRESERVE ITS NON-PROFIT STATUS, THE CHURCH DOES NOT CHARGE RENT FOR ITS FACILITIES FOR PUBLIC USE. IT DOES, HOWEVER, INCUR SUBSTANTIAL MAINTENANCE AND UTILITY EXPENSES IN PROVIDING SUCH USE. WE DEPEND UPON YOUR GENEROUS DONATION TO HELP OFFSET OUR EXPENSES.

FOR OFFICE USE ONLY

Indemnity Waiver on other side

APPROVED BY _____
MINISTRY _____ COMMUNITY _____ FOR PROFIT _____