

FIRST UNITED METHODIST CHURCH

600 S. MAIN ST.
EATON RAPIDS, MI 48827

BUILDING USE REQUEST FORM

I have read and understand the **Building Use Policy & Building Use Agreement** and agree to abide to its provisions.

Event Contact Person: _____

Primary Phone: _____ Secondary Phone: _____

Requested By: _____ Email: _____

Date Submitted: _____ / _____ / _____
month day year

Date approved if necessary: _____ / _____ / _____
month day year

Name of Event: _____ Purpose of Event _____

Requested dates(s): From _____ / _____ / _____ To: _____ / _____ / _____
month day year month day year

Reserve Set-up Time: _____ **Event Time – From:** _____ **To:** _____

Room(s) Requested: _____

Room Arrangement:

Number Expected: _____

Number of Chairs: _____

Number of Tables: _____

Will event need childcare? (church groups) Yes No

Will event need kitchen access? Yes No

(UMW separate fee)

Equipment Needed: TV/VCR Slide Projector Overhead Projector Screen
 Sound System Other _____

Please mail form to: First United Methodist Church, Eaton Rapids, MI 48827 or fax: 663-0455, web: www.fumer.org

BUILDING USE AGREEMENT

1. Owner agrees to let User use First United Methodist Church Room(s) for the described purpose on the reverse side of this form.
2. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above described facilities.
3. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
4. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
5. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
6. Owner and User agree to attempt to resolve any disputes arising under this agreement via a mutually acceptable alternative dispute resolution process.

Dated this _____ day of _____ / _____
day month year

OWNER

USER

Signer's name (*title*)

Signer's name (*title*)