

Clinton United Methodist Church
Building Use Request Form
Ongoing Event

Contact Person: _____

Address: _____

Type of Event: _____ Phone: _____

Meeting Day(s): _____ Start Time: _____ am/pm End Time: _____ am/pm

Please check the areas of the Church requested for use with this ongoing event:

- _____ Meeting Room
- _____ Gymnasium
- _____ Mezzanine/Mezzanine Kitchen
- _____ Pavilion/Church Restrooms

Event Fee: \$15/hour X _____ hours/day = \$_____ Per Session Fee

Payment Arrangement: _____ Per Session _____ Per Week _____ Per Month Ahead

By signing this form I agree (*initial each item*):

- _____ That I have read and received a copy of the Church Building Use Policy.
- _____ **To leave the Church in the same condition as I found it in when I arrived. If it is not, then CUMC has the right to be reimbursed for any damages.**
- _____ To turn off all of the lights, lock and securely close all of the doors before I leave.
- _____ That both parties have the right to terminate this contract at any time.
- _____ **To have all participants sign a Personal Injury Liability Waiver (available in the office) if I am renting the gym for a sporting event and provide a copy of each to CUMC.**

Signature: _____ Date: _____

*****For Office Use Only*****

- Pastor Signature: _____ Add-Calendar
- Trustee Notified: _____ (*Who you notified, date, spoke to or left message*)
- Key Issuance Form Signed and on file
- Contract Terminated: Date _____ Reason _____
- Was key returned? YES _____ Date _____ NO _____ (*CUMC Staff initial if you accepted the returned key*)

*****For Finance Use Only*****

Security Deposit Returned: \$ _____ Ck# _____ Mailed Date _____ Picked Up

Revised 2/2020