

# Grace United Methodist Church

## Facility Use Form

\_\_\_\_\_ has agreed to use the Grace United Methodist Church facility  
*Name of Group*

On \_\_\_\_\_ for a period of \_\_\_\_\_ for \_\_\_\_\_  
*Date(s)* *Time Frame* *Event/Program*

The group recognizes \_\_\_\_\_ as the person responsible for its actions while using the church property.

A Thank Offering in the amount of \$ \_\_\_\_\_ will be graciously received by Grace UMC. \_\_\_\_\_.

The group will be using the following rooms [please list all including Hallways & Rest Rooms] and will (1) **Remove** any item(s) brought in; (2) **Replace** any item(s) that has been moved; (3) **Restore** any supplies that were used; and (4) **Report** anything damaged or destroyed to the Church office [describe here]:

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### Church Rules

- All refreshments [food and drink products] shall be dispensed only in the fellowship hall. Any spills shall be cleaned up immediately (Carpet cleaner, brooms, vacuums, mops and buckets are in the janitor's closed located between the two bathrooms in the education wing); No refreshments shall be consumed in any other space;
- Children and youth may use spaces assigned with adult supervision at all times;
- All exterior windows shall be closed and locked; all outside doors (8) shall be locked. (Northeast wood doors, both hallway doors, door by garbage, wood door outside sanctuary, and two emergency doors in sanctuary.);
- All lights and electric equipment shall be turned off in the bathrooms, hallways and spaces assigned;

*I understand that I am responsible for the use of the facility. I will follow the guidelines and use only the spaces and equipment that are designated for our group. I accept complete responsibility for the condition {including any damage and/or destruction of furniture and equipment} of the rooms, the turning off of all equipment and utilities, and the security of all doors and windows. I will take the responsibility of adjusting the thermostat to the desired temperature...*

*Programmable thermostats are adjusted by exterior arrows only.*

*Non-Members Only: I've also attached a \$50 deposit payable to Grace UMC which will be returned if the facility is clean and undamaged after use.*

\_\_\_\_\_  
*Designated representative*

\_\_\_\_\_  
*Home Phone*

\_\_\_\_\_  
*Work Phone*

\_\_\_\_\_  
*Organization*

Key # \_\_\_\_\_

\_\_\_\_\_  
*Email Address*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Trustees Approved Signature*

\_\_\_\_\_  
*Date*