

# Chestnut Grove United Methodist Church

## *Application for Use of Church Facilities*

Name of Group: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Single Event Description of event: \_\_\_\_\_

- Recurring use of specific rooms/areas for regularly scheduled program  
 Co-use of most/all church facilities (with terms to be determined)

Times Facilities Required: From: \_\_\_\_\_ - (time includes setup and cleanup)  
(Circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday  
Specific Date(s) Required: \_\_\_\_\_

Two contacts required:

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ E-mail \_\_\_\_\_

If there is a member of Chestnut Grove United Methodist Church who is also a member or associate of the applying group and who will accept responsibility for directing the proper use for the facilities, please note:

Church Member: \_\_\_\_\_ Phone #: details above E-mail \_\_\_\_\_

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against Chestnut Grove United Methodist Church as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Chestnut Grove United Methodist Church and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents pursuant to this application. Further, the user group will adhere to Chestnut Grove United Methodist Church's policy prohibiting; smoking, alcohol or illegal drug use on church property. If facilities are being used by a group, business or any other entity other than an individual, said organization must submit a certificate of insurance in the amount \$500,000.00 naming Chestnut Grove United Methodist Church as holder.

We have read and agree to comply with the "Policies and Regulations Regarding Use of Church Facilities by Non-church Groups."\*

Printed Name and Signature of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: see above E-mail: see above

### FOR OFFICE USE ONLY

Approved:  Yes  No Date of Approval: \_\_\_\_\_

Rooms/areas to be used: \_\_\_\_\_

Donations/Fees Paid \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Note: Copy to be given to applicant after approval. Original application to be retained in the church files.

\*The term "non-church group" refers to any group not sponsored by or related to Chestnut Grove United Methodist Church