

Request for Use of Building/Facilities

St. Mark's United Methodist Church
1267 N. Rutherford Blvd., Murfreesboro, TN 37130
Office Phone: (615) 893-3455 Fax: (615) 896-2273

This form must be signed and approved to appear on the church calendar. Priority for use of church facilities will be given to St. Mark's church groups. St. Mark's groups using rooms on a regular basis may complete one form to keep on file. All persons/groups using facilities should act in a Christ-like manner. No alcohol or controlled substances are allowed on church grounds. All church buildings are smoke-free.

Name of Event: _____ Date(s) requested: _____

Group: _____ (Only Non-Profit Organizations Considered)

Time and Duration Needed (allow time for set-up and tear down): _____

Time of Event: _____ Total number of people expected: _____

Contact Person and/or person in charge of event: _____

Home Phone # _____ Cell Phone # _____ Email _____

Room(s) to be used: Classroom(s) _____ Banquet Room _____

Kitchen _____ (Special Rules Apply – See Kitchen Rules)

Sanctuary _____ Narthex _____ Youth Center _____ Other _____

Number of Tables _____ Number of Chairs _____ Other Items Needed: _____

Notes: We are not responsible for setups. However, we will work with you if possible. There are fees for non-member use of the facility that average \$25-\$300 per event. Fees will be established in consultation with the Church Business Administrator. This form does not cover weddings. See Wedding Guidelines.

Covenant

I understand that the approval of this request for the use of this facility carries with it certain privileges and responsibilities. I acknowledge that this facility is a gift from God and is to be given utmost care and respect. Therefore, I covenant with the church to leave all equipment and facilities in as good or better condition than found. At the end of the event I will be responsible for leaving the room/building in order. I will...

1. Dispose of trash.
2. Return supplies/equipment to proper storage area.
3. Return chairs/tables to the way they were prior to the meeting and/or return to storage area.
4. Clean kitchen (If used – see Kitchen Rules)
5. Remove non-church items after the event. I understand the church will dispose of any non-church items left 5 days after the last day of the event.

By my signature, for myself, my estate, and my heirs, and/or my Organization, its officers, directors and members, do hereby release, indemnify and forever hold St. Mark's United Methodist Church, The United Methodist Church, The Tennessee Conference, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from personal injury or property damage arising from my or my Organization's use of your facility. I have authority to execute this document on behalf of my Organization, and I hereby bind my Organization to the terms of this agreement. Additionally, I will be the person accountable for this event and I have read the covenant and agree to comply. I have also been informed of your Safe Sanctuaries policy and agree to abide by the safe practices and procedures outlined in that document.

Organization: _____

By: _____
(Signature)

(Print Name)

Title: _____

Date: _____

Approved by: _____ (Staff Person)

Date cleared on calendar? Yes/No _____

Fee Requested \$ _____ **Date Paid:** _____

Notes: _____

