

# FACILITY USE AGREEMENT



**ST. STEPHEN'S**  
United Methodist Church

Today's Date:  
\_\_\_\_\_, 20\_\_

**\*\* PLEASE PRINT \*\***

Date Received: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Name/Purpose of Organization: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Recurring? Y / N      Recurrence Pattern: \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

No. of Participants \_\_\_\_\_ Will food be served? Y/N

**CUSTODIAL NEEDED: Y / N** *User is responsible for setting up arrangements for all custodial service. Chris Lewis, Facility Manager: 293-9673 x111, 328-2270, clewis@ssumc.com. Fees apply.*  
PROVIDED COPY OF FORM: \_\_\_\_\_

**A/V NEEDED: Y / N** *User is responsible for setting up arrangements for any A/V use. ALL sound system, data projector, music, microphones, and AV use MUST be requested / arranged in writing by contacting Roselie Johnston: 293-9673 x105 or rjohnston@ssumc.com. Fees apply.*  
PROVIDED COPY OF FORM: \_\_\_\_\_

**CHILDCARE NEEDED: Y / N** *User is responsible for contacting Children's Ministry Director Dana Sherrill: 293-9673 x101 in order to set up childcare arrangements. Fees may apply.*  
PROVIDED COPY OF FORM: \_\_\_\_\_

No. of children: \_\_\_\_\_ Age range of children: \_\_\_\_\_

**IS EVENT AFTER NORMAL BUSINESS HOURS? Y / N**

→ If yes, how will entrance be obtained?

\* Code/code directions? Y / N

\* Temporary key card? Y / N

\* Notified Chris Lewis, Fac. Manager? Y / N

ORIGINAL FORM TO SCHEDULING: (Holly Sikorski/Carol Page)

**COPIES TO:**

User: \_\_\_\_\_  
Pastor Reuben: \_\_\_\_\_  
Chris Lewis: \_\_\_\_\_  
Roselie Johnston: \_\_\_\_\_  
Dana Sherrill: \_\_\_\_\_  
LaRee Shirey: \_\_\_\_\_

**APPROVALS:**

No scheduling conflicts noted:   
Pastor Reuben: Y / N  
Chris Lewis: Y / N  
Roselie Johnston: Y / N  
Dana Sherrill: Y / N

**AGREEMENT:**

The following agreement is made with \_\_\_\_\_ (user name).  
Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**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.

**USER AGREES** to abide by any rules or regulations for the use of the premises that are attached to this agreement including insurance requirements.

**USER AGREES** to assume responsibility for the safety of his/her guests as well as safeguard church property by ensuring all doors are locked after guests have arrived.

**USER AGREES** to hold harmless, indemnify and defend St. Stephen's (including St. Stephen's agents, employees and representatives) from any 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 St. Stephen's (including St. Stephen's agents, employees and representatives) or otherwise.

**USER AGREES** to be responsible for preparing for use and returning to the pre-use condition of the premises which User will use, including entrances and exits (unless set-up and breakdown arrangements have been made). User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

**THIS AGREEMENT** may be cancelled unilaterally by either party with a full refund to the User of any fees paid.

FEE TYPE	FEE	PAID
Room Fee		
Custodial Fee		
A/V Fee		
Childcare Fee		

**TOTAL FEES: \$**