

Application For Use of Church Facility and Equipment

Sharon United Methodist Church
275 Poplar Branch Rd. Poplar Branch, NC 27965

Date of Application: _____ Name of Group: _____

Type of Event: _____ Event Date: _____

FACILITY USE:

Time: Required for use of **FACILITY** (including set-up, event, and clean-up)

Begin: _____ AM/PM Until: _____ AM/PM

Approximately how many will be attending the event? _____

Description of activity: _____

Description of decorations (must be pre-approved): _____

Equipment requested: Piano _____ Organ _____ Sound System _____ Computer _____ Sanctuary TV _____
Fellowship Hall TV _____ Learning Center TV _____ Nursery TV _____

Facilities requested: Fellowship Hall _____ Kitchen* _____ Sanctuary _____ Learning Center _____ Grounds _____
(*Kitchen includes use of sinks, counters, and serving areas. Use of stoves, ovens, pots and pans is prohibited unless the Trustees grant prior approval.)

EQUIPMENT USE:

Time: Required for use of **EQUIPMENT** (including set-up, event, and clean-up)

Pick up date and time: _____ AM/PM Return date and time: _____ AM/PM

Description of activity: _____

Equipment requested: (Quantity and Detailed Description) _____

Name of person responsible: _____ Member of Sharon UMC: Yes _____ No _____

Address: _____

Email: _____ Phone Number: _____

We, as users of the facilities and equipment requested, assume full responsibility for the safety, security, and supervision of the property, and all activities occurring thereon, during its use under the terms of this agreement. In consideration of the facilities and equipment use authorized by this agreement, we the users shall not claim any damages from Sharon UMC in connection with or on account of any injuries or damages arising in or on the property while being used by our group, its members, guests, or participants, and we further agree to indemnify and hold harmless Sharon UMC and its officers, agents, employees, and members from any and all costs, loss, fees, liability, claims or damages arising out of or as a consequence of or in connection with the use of the Sharon UMC facilities and equipment by our group and its members, guests, or participants. By my signature, I certify that I am authorized to bind the group I represent. **I have received a copy of the SUMC Facility and Equipment Use Policy and/or the SUMC Wedding Policy and I understand that I am responsible for seeing that the policies are followed.**

Signed: _____ Date: _____

For Office Use Only:	Date Received: _____	Fee Received: _____
Approved by Pastor: Yes _____ No _____	Name: _____	Date: _____
Approved by Trustee: Yes _____ No _____	Name: _____	Date: _____
Applicant Notified of Approval: Yes _____ No _____	Communications/Calendar Team Notified: Yes _____ No _____	
Inspection of Facility by Pastor/Trustee after the Event: Yes _____ No _____	Name: _____	
Check in of returned Equipment by Pastor/Trustee: Yes _____ No _____	Name: _____	