

Facility Use Form

First United Methodist Church of Lebanon TN, Inc.

415 W. Main St., Lebanon TN 37087 | 615-444-3315 | lebanonfumc.com

This form must be signed and approved for your event to appear on the church calendar. Priority for use of facilities will be given to Lebanon FUMC groups. Lebanon FUMC groups using rooms on a regular basis may complete one form to keep on file. No alcohol or controlled substances are allowed on church grounds. All church buildings are smoke-free and vaping-free. *Kitchen use requires completion of a separate Kitchen Use Requirements form.

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

Group _____ (only non-profits) **Head Count** _____

Times Needed (allow for setup and tear-down) _____

Presence on site related to facility use on Sundays is limited to 1:00 PM and after ONLY. No exceptions.

Contact person: _____ **Mobile Phone#** _____

Area(s) and Equipment Used: (additional fees may apply, depending on event)

Hession Hall ___ Main Kitchen ___ Sanctuary ___ Chapel ___ Parlor ___ Library ___ JOY Room ___

Gym ___ FLC Lobby ___ Room 130 ___ Room 132 ___ Thackston Room ___ Pavilion ___

Long tables ___ Round tables ___ Chairs ___ Sports Equipment (extra \$50 Deposit) _____

Users are responsible for any damage to church property during events. Users and all attendees will hold harmless Lebanon FUMC for any injuries incurred on site.

Facility keys: User is responsible for coming in during office hours to pick up a loaner key for the event, and to return it the following work week during office hours.

Fees/deposit: Use of all Lebanon FUMC facilities requires a \$50 deposit, with additional \$50 for sports equipment (wedding fees may differ). Once the event is over and the staff has confirmed that the Covenant items (below) have been completed IN FULL, deposit will be returned or shredded on site.

Covenant (Please read and sign.)

I acknowledge this facility is to be given utmost care and respect. I will leave all equipment and facilities in **as good or better condition than found**. After the event, I agree to:

1. Dispose of all trash and recyclables in dumpster/bins and **replace liners** in cans (including from the Pavilion)
2. Clean all table surfaces, counters, and floors
3. Return all church-owned supplies/equipment to their proper storage places
4. Return all chairs and tables to their storage areas and/or original positions
5. Remove ALL decorations and non-church items from the facility (staff will dispose of items left 5 days after the last day of the event)
6. Comply with the Kitchen Use Requirements form list in full, if applicable
7. Return the facility key to the office

I will be the accountable person for this event. I have read the covenant and will comply.

Signature _____ **Date** _____