

REQUEST FOR USE OF FACILITIES

Application for _____ Permit
 (Regular or Special)

Application is hereby made by: _____ for use of _____ between
 the hours of: _____ and _____ on the following date(s):

January _____	May _____	September _____
February _____	June _____	October _____
March _____	July _____	November _____
April _____	August _____	December _____

Purpose of the request/proposed use of the property: _____

Approximate attendance at each use: _____

Person making request (in charge of event): _____ Phone: _____

Rules - Please Read Carefully

✚ Submit the Request for Use of Facilities in person to the Administrative Coordinator at least ten (10) days in advance of the event. Upon approval of the request, the Administrative Coordinator notifies the Business Administrator to have the custodian ready the building at the proper time.

✚ All permits are granted with the provision that if for any reason the church requires the use of the property on the requested date, the organization (person) holding the permit will vacate the premises. Written notice will be sent at least thirty (30) days prior to a meeting date except in the case of an emergency.

✚ The church custodian will set up the number of tables and chairs required for each meeting in accordance with the requestor's floor plan. Floor plans must be submitted at least 24 hours prior to the event. The church custodian will take down the tables and chairs following the event.

✚ The Church Parlor, Wynne Hall (Rm. 107), the Sanctuary, and Sanctuary Public Address Systems are not available for use to external groups and organizations.

✚ DO NOT ATTACH any items to the walls or ceilings in either Asbury or Wesley Halls.

✚ Parking is available in the parking lot across Doverdell Drive. No other parking is permitted.

✚ The Church is not liable for injury to persons or damage to or loss of property occurring within or without the building. Storage of group or personal property and parking of vehicles on Church property is at the risk of the owner thereof. The Church assumes no responsibility whatsoever with regard thereto. External organizations agree to carry casualty insurance protecting against any and all claims arising from all such injury, damage and loss, and shall defend and declare the church blameless from all such claims. The requesting organization shall provide a valid certificate of such casualty insurance protection to the Church as evidence of this insurance coverage.

✚ If the Church Food Service Director is not in charge, it is the responsibility of the organization using the facility to receive, label and properly handle food for the event. Food cannot remain in the kitchen for more than 72 hours or it is discarded.

✚ A security deposit is required for kitchen use and includes preparation and/or serving of the food. It is the responsibility of the group using the kitchen to restore it to the condition in which it is found. Failure to do so will result in forfeiture of the deposit.

✚ **There is "NO SMOKING" and "NO ALCOHOL" permitted on the church property.**

**CANCELLATIONS MUST BE MADE AT LEAST 24 HOURS IN ADVANCE OF THE EVENT
 OR THE SECURITY DEPOSIT IS FORFEITED.**

PERMIT GRANTED: _____ Signed: _____
 (Applicant's Signature)

_____ Address: _____
 BCUMC Administrative Coordinator

Email: _____ Phone: _____