

BUILDING USE AND PREMISES APPLICATION



FIRST UNITED METHODIST CHURCH

215 W. Works St.

Sheridan, WY 82801

307-672-9779

By signing and submitting this *Application to use the Building and Premises* of the First United Methodist Church (premises), the undersigned states and represents that:

1. He/She has the authority to sign and submit the following application on behalf of the designated Group or Organization (Group), its member, affiliated, and guests.
2. All information provided to the First United Methodist Church (FUMC) is true and correct.
3. The Group and all of its members, affiliates, and guests (hereinafter designated by the term "Group"), consent, and agree to the *Terms and Conditions* set forth below.

Name of Group: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

Mailing Address: _____

Proposed Use of the Premises/Kitchen- Fellowship Equipment (if equipment, please describe in detail: _____

Approximate Number of People that will be using the premises: _____

Day, Date, of the requested usage: _____ **Start Time:** _____ **End Time:** _____

Tax Status of groups or organization: Profit? _____ Non-Profit? _____

Name and address of Group's or Organization's Liability Insurance Carrier (attach copy).

This application is hereby submitted by _____, the duly authorized representative of _____ (Group/Organization)

Name of Group: _____

Signature of Applicant: _____ **DATE:** _____

TERMS AND CONDITIONS

1. No part of the Premises shall be used for an illegal, unethical, or immoral purpose. No part of the premises shall be used for purposes inconsistent with the purpose of the FUMC. The use of tobacco, alcohol, and illegal drugs is not permitted on the premises. No inherently dangerous activities shall be conducted on the premises.
2. No part of the premises shall be used for commercial or business purposes. No one shall damage the premises or cause personal injury to any person. No activities which constitute a nuisance or a disturbance shall be conducted on the premises. No alterations, changes, or modifications are to be made to the premises.
3. The FUMC's activities take priority over the activities of all other Groups. The FUMC reserves the right to move any group to another portion of the premises or to cancel any meeting of a Group. The FUMC reserves the right to prohibit or revoke any Group's usage for any reason at any time.
4. The FUMC does not make any representations or warranties that the premises are suitable for any particular purpose. The undersigned states that he/she has inspected the premises, finds the premises suitable and adequate for the Group's purposes, and covenants not to sue the FUMC for any reasons.
5. The Group's members, affiliates, and guests may park in the available lot in a manner consistent with the FUMC's usage.
6. The Group using the premises is responsible for and shall leave the premises in the same or better condition than when the Group entered the premises. For example, damages are to be repaired, and dirt, dust, spills, and litter are to be removed, and furniture to be placed in the position in which it was found. The Group is responsible for securing the premises when it leaves. For example, lights are to be shut off, and doors and windows are to be shut and locked.
7. In the event of an emergency, the Group may contact the Church Office at (307) 672-9779 or after hours, Pastor Jim Barth (307) 751-8945 or Rollie Hein (307) 763-2141.
8. The FUMC does not charge a fee for the use of the premises. However, groups are encouraged to donate to maintain the Church.
9. The FUMC will issue keys to groups and organizations using the premises during Church office hours (9:00 am – 1:00 pm, M-F). In such a case, the Group shall deposit \$25.00 per key when the keys are issues, which will be refunded when the keys are returned. If a key is lost, the Group will be charged the cost to re-key and have new keys made. The deposit goes toward these costs.
10. The Group is responsible for all property damages and for all personal injuries that occur when the premises are being used by the Group. If the Group's insurance does not pay for the property damages or personal injuries, the Group's members, affiliates, and guests shall be responsible for paying the damages. The Group, and it's members, affiliates, and guests, shall defend, indemnify, and hold the FUMC, it's members, and it's constituents, free and harmless from all claims for property damage and personal injury.
11. If the Group violates any of the foregoing Terms and Conditions, the Group and its members, affiliates, and guests will pay the FUMC for all costs of securing compliance, including a reasonable attorney's fee.
12. This application must be approved by the Board of Trustees. Approval or denial will be within 2 weeks of application submittal.

OFFICE USE ONLY:

***Key issued to:** _____ ***Opens door:** _____

***Group will meet regularly in (area of building):** _____

Trustee authorization: _____ **Date:** _____