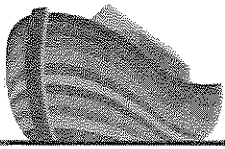


Genesis United Methodist Church Facility Use Request

Date, time and location must be coordinated with Master Church Calendar

Section A.	Basic Information	<p>Name of Team / Organization _____</p> <p>Event Name _____</p> <p>Event Purpose _____</p> <p>Genesis Sponsored Event: YES _____ NO _____ <i>For Genesis UMC events, section D must be filled in.</i></p> <p>Requester Name _____</p> <p>Contact Information email: _____</p> <p> Home phone: _____ Cell phone: _____</p> <p>Genesis Member? YES _____ NO _____</p> <p>Will food be served? YES _____ NO _____ <i>Please remove food waste from building and take recyclables with you.</i></p> <p>Is a Key fob being requested? YES _____ NO _____ <i>If yes, you will be responsible for closing procedures.</i></p> <p style="text-align: center;"><i>Name/contact info if different than above: _____</i></p> <p>If this request is approved, I agree to comply with the Building Use Policy of Genesis United Methodist Church and agree to abide by the rules and fees set forth within. I take responsibility for custodial responsibilities including removal of any food waste and recyclables, vacuuming as necessary and general cleanliness, turning off lights and securing the building after the event.</p> <p>Signature _____ Date _____</p>
Section B.	One Time Use	<p style="text-align: right; font-size: small;">Request #1</p> <p>Requested Date: _____ Time In: _____ Time Out: _____</p> <p>Approximate number of people: _____ Requested Room(s): _____</p> <hr/> <p style="text-align: right; font-size: small;">Request #2</p> <p>Requested Date: _____ Time In: _____ Time Out: _____</p> <p>Approximate number of people: _____ Requested Room(s): _____</p>
Section C.	Recurring Use	<p style="text-align: right; font-size: small;">Request #1</p> <p>Day of Week: _____ Time In: _____ Time Out: _____</p> <p>Requested Start Date: _____ Requested End Date: _____ Exceptions: _____</p> <p>Approximate number of people: _____ Requested Room(s): _____</p> <hr/> <p style="text-align: right; font-size: small;">Request #2</p> <p>Day of Week: _____ Time In: _____ Time Out: _____</p> <p>Requested Start Date: _____ Requested End Date: _____ Exceptions: _____</p> <p>Approximate number of people: _____ Requested Room(s): _____</p>
Section D.	Genesis UMC Event Information	<p>Ministry Area relating to event: _____ Staff Person supporting event: _____</p> <p>Is this a fundraiser? If yes, Church Council will need to pre-approve. YES _____ NO _____</p> <p>Will you be selling tickets? If yes, Finance chairperson needs to be notified in advance. YES _____ NO _____</p> <p style="text-align: center;"><i>If yes, price for Adults _____ Children _____ Deadline _____</i></p> <p>Will you need childcare provided? Contact the childcare coordinator. YES _____ NO _____</p> <p>Will you take responsibility for custodial responsibilities (vacuuming, trash to dumpster, etc?) YES _____ NO _____</p> <p>Will you require use of the AV system? Contact the AV coordinator. YES _____ NO _____</p> <p>Will you prepare a sign-up sheet for the Gathering Hall? <i>(Include sign-up for childcare)</i> YES _____ NO _____</p> <p>Will you require additional assistance from the Communications Team? Contact chairperson. YES _____ NO _____</p> <p>Will you require additional assistance from the church office staff? YES _____ NO _____</p> <p>Will you require additional assistance from Finance? (Budget, checks, etc.) Contact chairperson. YES _____ NO _____</p> <p>Communication Deadlines: Newsletter - 10th of the month prior to month of the event. Contact church office 467-2128, office@genesis-umc.org</p> <p> Sunday insert - Tuesdays before noon. Contact church office.</p> <p> Genesis website - Tuesdays before noon. Contact church office.</p> <p> Weekly Email News - Wednesday evenings. Contact _____</p> <p> PSA in local newspapers - Tuesday for publication the following week. Contact: _____</p> <p>Any Other Relevant Information or Requests? _____ _____</p>
Section E.	Office	<p>Calendar Review / Room Availability: As of this date: _____, Rooms _____ [are / are not] available at requested time</p> <p>Alternatives if requested room(s) not available: _____</p> <p><i>Trustees review and approval is required prior to reservation on the church calendar. Trustees will notify the church office with their decision.</i></p>
Section F.	Trustees	<p style="font-size: small;">Event Type</p> <p>_____ Genesis Ministry _____ Non-Genesis Christian fellowship</p> <p>_____ Genesis non-Ministry (fellowship, sponsored program, wedding) _____ Secular program/fellowship</p> <p>_____ Genesis Member use for non-church event</p> <p style="text-align: center;">Date Considered _____ Approved _____ Rejected _____ Is key request approved? Yes _____ No _____</p> <p><i>Board of Trustees will contact the church office with their decision, confirm schedule and room availability, and notify the requestor.</i></p>



GENESIS

UNITED METHODIST CHURCH

850 High House Road
Cary, NC 27513

919.467.2128 Phone

office@genesis-umc.org
www.genesis-umc.org

BEGINNING
•
BELONGING
•
BECOMING

LIABILITY ASSUMPTION AND RELEASE FORM (TO BE COMPLETED BY FACILITY USER AUTHORIZED SIGNATORY)

In consideration for _____ (insert name of group being permitted to use the church, which shall be defined for this document as "Facility User") being accepted by Genesis United Methodist Church ("GUMC") for use of GUMC for _____ (insert name of event to be held at GUMC), I, as authorized representative and signatory for the Facility User, confirm that Facility User agrees to assume responsibility to leave GUMC premises in the same or better condition as when we arrived at GUMC for the event. If Facility User consists of GUMC members, then we understand we may be entitled to some protections under GUMC's insurance, but we acknowledge that if we undertake any risk-filled activities we should obtain our own insurance protection. We acknowledge that we do not expect insurance coverage from GUMC as GUMC is not a commercial entity and is not charging us a fee for our use of the facility.

If Facility User consists entirely of persons who are not GUMC members, then Facility User agrees to protect, indemnify, and defend against all claims, losses and damages to persons or property, government charges or fines and attorney's fees arising out of or caused by Facility User's event, and any related removal, maintenance, occupancy or use of GUMC premises, excluding any such liabilities caused by the sole negligence of GUMC, its employees, officers, or agents. In addition, Facility User acknowledges that GUMC is not responsible to maintain insurance coverage for Facility User's property or injury to the Facility User or its representatives, agents, employees, licensees or invitees. It is recommended that Facility User obtain adequate insurance coverage, at its own expense, for property loss or damage and liability for personal injury.

The undersigned Facility User further hereby agrees to hold harmless and indemnify GUMC, its directors, officers, volunteers, employees, and agents, for any liability, damages, or loss sustained by GUMC as the result of the negligent, willful or intentional acts of Facility User or its event participants, or any third parties Facility User allows to enter GUMC intentionally, negligently, or mistakenly. This paragraph shall not apply for any liability to the church usually covered by a standard policy of liability insurance including any subrogation claims of any insurer. The undersigned Facility User agrees it is responsible for ensuring that all event participants follow all GUMC rules, policies, and direction in attending this event.

Typed or printed name of Facility User Representative Telephone

Signature of Facility User Representative Date

Facility User Insurance Company _____

Policy Number _____

Emergency Phone Numbers _____