

Nolensville First United Methodist Church
Application for Use of Church Facilities
Single Event

Name of Group/Organization: _____
 Date Requested: _____ Size of Group: _____
 Facilities Requested: Sanctuary Fellowship Hall Grounds Youth Area Kitchen
 Sound System Other _____
 Event Time: from _____ to _____
 Begin Set-up Time: _____ Take down will be finished, and building will be vacated at _____
 Purpose Needed: _____
 Person(s) Submitting Request: _____
 Church Member Non-member Community Group Government For-profit
 Phone: _____ Cell Phone: _____
 Email Address: _____
 Physical Address: _____

Upon approval of the request, I/we agree that _____ will be responsible for any damage to the Church facility caused by our group, we will abide by the Church Policy, and we agree to indemnify and hold NFUMC harmless, including attorney's fees, from any and all liability arising out of our group's use of the facilities.

 Signature of Responsible Party

 Date

Please initial each item applicable:

_____ **Members:** I understand that a refundable cleaning/damage deposit of \$100 is required in addition to the nonrefundable use fee(s) outlined above, paid upon submission of request.

_____ **Community Groups, Non-members, Government Groups, and For-profit Groups:** I understand that a refundable cleaning/damage deposit of \$100 is required in addition to the nonrefundable use fee(s) outlined above paid upon submission of use request.

_____ **Community Groups:** Proof of Insurance is attached.

_____ The above signed has access to a Church key. Whose key? _____

_____ Arrangements for a key will need to be made. (Contact the Administrative Assistant).

Please allow two weeks after an event for return of cleaning/damage deposit.

Office Use Only:
 Date request and deposit received: _____ Date entered on church calendar: _____
 Not Approved Approved By _____
 Deposit Return: Approved Denied By _____
 Date Deposit Mailed _____