

Application for Facility Use

Area of Building Requested: ___ Sanctuary ___ Fellowship Hall/Kitchen
(Refer to rate schedule for costs associated with each area.)

Person requesting use: _____ Organization: _____

Address: _____ Phone: _____

City/State _____ Zip: _____ Email: _____

Phone: Daytime _____ Evening _____

Date(s) OUMC space is needed: _____ Time: _____

In signing this form:

- I/we certify that the use of the building shall not be in conflict with the purposes of Oxford United Methodist Church.
- I/we certify that our organization is a non-profit or service oriented organization.
- I/we agree to hold harmless Oxford United Methodist Church and indemnify the church and defend any claim or action against the church arising out of any incident resulting in any loss or damage to persons or property occurring on church premises in conjunction with usage. Additionally, I/we will be responsible for any and all damages to the building, grounds, or equipment and will pay all costs for such damages.
- I/we agree to observe all policies and guidelines contained in Building Use Policies and communicated by the Facility Office Administrator, Pastor, Wedding Coordinator or other staff representatives.

Signature: _____ Date: _____

Church Office Only - Do Not Write Below this Line -

APPROVALS:

Office Administrator _____	Date: _____
Pastor Approval (if applicable) _____	Date: _____
Minister of Music (if applicable) _____	Date: _____

DATES FEES RECEIVED:

Reservation/Security Fee _____/_____/_____

Janitorial Services Fee _____/_____/_____

Facility Use Fees _____/_____/_____

Sound/Lighting Tech Fee _____/_____/_____

Organist/Pianist Services Fee _____/_____/_____

Key Picked Up _____/_____/_____

Key Returned _____/_____/_____

In order to reserve a room for your group or activity, **we must have an Application for Facility Use on file which includes every date your organization will be using our building.** Thank you for your help in scheduling. This Application for Facility Use must be updated annually.