

FIRST UNITED METHODIST CHURCH

www.firstumcfargo.org

906 1st Ave South & 3910 25th St. S, Fargo, ND 58103

701-232-4416

USE REQUEST FORM (room, vehicle, event, etc)

THERE IS NO SMOKING PERMITTED IN FIRST UNITED METHODIST BUILDINGS. OUTSIDE MUST MEET STATE GUIDELINES

Name of Event/ Reason for Use: _____ Date of Event: _____

One Time Use or Repeating? (Every 2nd Tuesday, etc.) _____ Group Name: _____

Event Start/Stop Time: _____ Total Time Needed (incl. Setup & Cleanup): _____

Event Advertising Requested (see office): Yes No Space/Room(s) Requested: _____

Contact Person: _____ Phone Number: _____ E-mail: _____

Second Contact: _____ Phone Number: _____ E-mail: _____

Est. Number of People: _____ Set up / Clean up Needed: _____

Will Children be Present? Yes No Who Will Lead Supervision? _____

I understand Safe Sanctuary Policies will need to be followed (copy available upon request): _____

Equipment needed: _____ Additional Information attached

TV/ Screen DVD/Laptop Microphone Projector Easel Set # of Tables: size/shape _____

Storage requested: Prior authorization is required to leave items in the church for during the agreed upon timeframe.

1. I/We the user(s), representing the above named event/group, have read and agree to abide by the policies of First United Methodist Church, Fargo. We understand that the above named event/group is responsible for the behavior of their guests. **No smoking or alcoholic beverages or illegal drugs** may be consumed or brought onto the church premises (including the parking lots). If any member of the above named event/group or its guests is under the influence of such a substance, they will be asked to leave. The Applicant agrees to hold First United Methodist Church harmless from any liability or loss, including reasonable attorney fees arising out of or related to the use of First United Methodist Church. We agree that First United Methodist Church is not responsible for theft or loss of property or possessions of the above named event/group stored or brought onto its property. We agree to pay all fees in regards to custodial and maintenance fees or damages to the property while on First United Methodist Church property. We will not hold First United Methodist Church liable for any illnesses or injuries related to being on or near their property.

Signature: _____ Date: _____

Printed Name: _____ Approved/Declined: _____

To help defray costs to FUMC for hosting, the above named event / group pledges or will pay _____

Fees may be required for the use of these rooms and or equipment, and you will be contacted after we receive your fully completed form to negotiate fair compensation for anticipated services to your event needs. Room assigned may be different than requested depending on event specifics. FUMC retains the right to adjust as necessary.