

Application for Permission to use Facilities and Equipment
First United Methodist Church
200 South Penn, Independence, Kansas 67301

Name of individual or group: _____

Event or program: _____

Date and time for which facilities are needed: Date: _____

Applicant will be responsible for set up of tables and chairs and for returning tables and chairs to the set up requested by church office.

Time of set up: _____

Actual Time of event: _____

Expected time to have completed clean up: _____

Purpose of event or program: _____

Facilities (building, rooms) and equipment needed (tables, chairs, kitchen items....): _____

Individual who will be present for entire time of event and responsible for key and security of facility:

Name: _____ Home phone: _____

Address: _____ Cell phone: _____

_____ Work phone: _____

Email: _____

If different than above, person responsible for:

Set up of tables and chairs: _____ phone: _____

Clean up and room arrangement as requested : _____ phone: _____

Representative of Media team (if use of media equipment is anticipated): _____

I agree to be responsible for unlocking and locking doors; securing the building during and following the event; setting up tables and chairs for the event, leaving the facilities clean; bagging trash and taking the trash to the dumpster; cleaning trash cans; returning tables and chairs properly to storage or to the requested arrangement of the church. I agree to pay fees as set by the congregation prior to the event. If the building, furnishing or equipment are damaged beyond normal wear and tear, I agree to pay for replacement or repair.

Signature of applicant: _____ Date: _____

For office use only

Date application received:

Building use fees: \$ _____ Amount rec'd: \$ _____

Equipment use fees: \$ _____ Date received: _____

Deposit fee: \$ _____ Disposition of Deposit: _____

Signature indicating approval for use: _____ Date: _____