

UNITED METHODIST CHURCH OF MONROE
515 Cutlers Farm Road
Monroe CT 06468
(203) 268-8395
umc@umcmonroe.org

Building Use Application

Date: _____

Applicant's Name: _____

Address: _____

City/Town: _____ **ST:** _____ **Zip:** _____

Representing: Self: Organization:

Purpose/Function: _____

Organization: _____

Address: _____

City/Town: _____ **ST:** _____ **Zip:** _____

Telephone: _____ **Cell:** _____

INSURANCE REQUIREMENT: Organizations renting church facilities must be insured and must provide a **Certificate Of Insurance** indicating that the minimum limits of liability are \$1,000,000 and must **specifically state** that United Methodist Church of Monroe is named as an **additional insured**.

Reservation Date: _____ **Time In:** _____ **Time Out:** _____
(Allow for set-up & clean-up)

Facilities Requesting:

Fellowship Hall Classroom(s) Sanctuary
Kitchen Ovens Only Other Specify _____

Food Served: Breakfast / Lunch / Dinner / Dessert / Refreshments: Soft Drinks-Coffee-Tea
(circle all that apply)

Approximate Number of Attendees: _____

In consideration of being allowed access to and usage of the United Methodist Church of Monroe facilities, we agree that in the event we sustain any personal injuries or property damage as a result thereof, or in the event personal injury or property damage of any kind is sustained by any person, or damage is sustained by any property, which results while on said facilities, we agree to indemnify and hold The United Methodist Church of Monroe harmless from any such claims, expenses and/or costs, arising from our use of said facilities including but not limited to costs to defend such actions through legal representation.

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I HAVE READ THE "RULES GOVERNING BUILDING USAGE" FOR THE UNITED METHODIST OF MONROE FACILITIES AND I FULLY UNDERSTAND THEM AND WILL FULLY COMPLY WITH THEM.

(Signature of Applicant)

(Date)

(Print Name)

(Title/Position)

Trustee Approval By: _____

Print Name: _____

Date: _____

Fee As Agreed: _____

For Office Use Only

Security Deposit: Amount _____ Date Received _____ Date Returned _____

Reason Withheld: _____

Usage Donation: Amount _____ Date Received _____

The UMC of Monroe reserves the right to decline any application for groups and/or events that are in conflict with the mission of the church and the United Methodist Church's Book of Discipline.