

APPLICATION FOR USE OF THE CHURCH

Glenelg United Methodist Church 13900 Burntwoods Road, Glenelg, MD 21737

(410) 489-7260 admin@glenelgumc.org

Name and Phone # of Requestor	Date Request Made														
Name of Organization* (if any)	Date Answer Required														
Business or Requestor's Address	# of People in the Group using the facility or grounds														
Description of Activity	Requested Date(s) for the Facility														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Use of this building is:</td> <td style="width: 15%;"><input type="checkbox"/> One Time</td> <td style="width: 15%;"><input type="checkbox"/> Recurring*</td> </tr> <tr> <td colspan="3">**Glenelg UMC Sponsor</td> </tr> <tr> <td>Sponsor Contact Information</td> <td colspan="2"></td> </tr> <tr> <td>Times Requested for Facility (including setup & cleanup)</td> <td colspan="2"></td> </tr> </table>	Use of this building is:	<input type="checkbox"/> One Time	<input type="checkbox"/> Recurring*	**Glenelg UMC Sponsor			Sponsor Contact Information			Times Requested for Facility (including setup & cleanup)			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;">Space or Room(s) Required</td> </tr> <tr> <td>Start/End Times of Event (not including setup & cleanup)</td> </tr> </table>	Space or Room(s) Required	Start/End Times of Event (not including setup & cleanup)
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Special Requirements (Tables, chairs, etc.)															
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In using these facilities, I agree to abide by the following requirements:

- 1) There will be no alcoholic beverages served on the church grounds.
- 2) There will be no smoking inside of the church building.
- 3) I will be responsible for any unusual damage.
- 4) I will leave the areas used as they were found.
- 5) I will turn off the lights and lock the doors before leaving.
- 6) No Food or Drink Permitted in the Sanctuary
- 7) Properly Dispose of all trash and recyclable materials
- 8) I have received, read, and agree to abide by the "Facility Use" and Policy
- 9) Health Regulations prohibit the use of the kitchen for food preparation. It is a warming kitchen only.
- 10) On behalf of myself, the above organization, and those participating:
 - A) We understand that the use of the church building, facilities, and/or grounds is at our own risk and expense;
 - B) We waive, release and forever discharge the church and its agents, employees, officers, directors, shareholders, successors and assigns (the "Releasees") from any and all claims and causes of action of any kind or nature which are in any way related, directly or indirectly, to our use of church building, facilities, and/or grounds or which may be caused in whole or in part by the Releasees' negligence; and
 - C) We agree to indemnify, defend and hold harmless the Releasees from any claims or causes of action of any kind arising from our use of the church building, facilities, and/or grounds.

***Please provide copy of insurance certificate with Building Use Application**

****Recurring Activities (Boy Scouts, Quilters, etc.) Require a sponsor group and contact individual for approval to be provided**

Signature of Responsible Individual for this Activity _____ Email Address / phone number (if not listed above) _____

THIS BLOCK FOR CHURCH OFFICIALS ONLY			
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	Pastor:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	Trustee:	
<input type="checkbox"/> Date(s) posted on church Calendar by:			
<input type="checkbox"/> Custodian Scheduled by:			
Room-Building Use Fees			
Activity Type	Amount	Received	
No Charge - Church Activity			
Room-Building Use charge-Other Activity			
Other Charges (Custodial, Kitchen, etc.)			
TOTAL			