

Black River Falls United Methodist Church

Building Use Request Form

Please return completed form to Church Office at least two weeks prior to date requested to confirm your reservation.

1. _____ Date: _____
(Group or Individual Requesting Use)
2. Address: _____ Telephone: _____
3. Explain Activity to be held: _____
4. Estimated number of people in attendance: _____
5. Date(s) Requested: _____ If recurring: Start Date: _____ End Date: _____
6. Time of Day: Begin: _____ End: _____
7. Contact person who will be present: _____
8. ☐ I have a key to the building. ☐ I will need to check out a key. ☐ A key is not needed.
9. Facilities needed (please mark all rooms to be used):
 - ☐ Sanctuary ☐ Keefe Conference Room
 - ☐ Fellowship Hall ☐ Van Etta Library
 - ☐ Kitchen ☐ Nursery (Two adults must be with children at all times)
 - ☐ Classroom(s) How many? _____
10. Equipment Needed:
 - ☐ TV/DVD
 - ☐ Stove
 - ☐ Dishwasher/Garbage Disposal
 - ☐ Coffee Makers

*The group or individual using the building is responsible for set up, clean up, and return to normal set up of the building. (See " Building Use Policy") **If there should be any damage during use, please report to the Church Office promptly.***

A Certificate of Liability and Property Damage Insurance must be on file in Church Office prior to event.

The person/organization requesting the use of church facilities hereby absolves the church, its pastors, leadership, or members of any liability for personal injury to any individual resulting from the use of the church building, and agrees to be responsible for any property damage that results during the use of the building.

Signature on this form indicates acceptance of all applicable fees and policies. (See Building Use Policy, Building Use Fee Schedule, and Safe Sanctuaries Policy)

Signature of Responsible Party

Date: _____

Approved by _____ Date: _____