

## APPLICATION FOR FACILITY USE

Revised March 2021

**Responsible Party:** The Responsible Party (Event Leader) is the one accepting all liability for this event by signing the FACILITY USE POLICY, and this person is also the main contact.

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME \_\_\_\_\_

DATE OF SET-UP \_\_\_\_\_ TIME \_\_\_\_\_

**(Date of Clean-up, if different from EVENT DATE: \_\_\_\_\_)**

TYPE OF EVENT \_\_\_\_\_ # PERSONS EXPECTED \_\_\_\_\_

### **SPECIAL REQUESTS:**

Round Tables # \_\_\_\_\_ Rectangle Tables (8 ft) # \_\_\_\_\_ Chairs # \_\_\_\_\_

Church Table Linens # \_\_\_\_\_ (\$3.00/tablecloth for use and professional cleaning)

China/ plates/flatware/glassware # \_\_\_\_\_ sets

(\*requires use of dishwasher for cleaning\*)

*The dishwasher must be operated by a trained, church-approved person. The FEE for operation and cleaning of the dishwasher will be negotiated by the Event Leader, and paid directly to the operator. The church office can provide a list of trained/ approved operators.*

Microphones # \_\_\_\_\_ Projector \_\_\_\_\_ (for slides, videos)

Music played over sound system \_\_\_\_\_

*A/V equipment is available, but must be operated by a trained, church-approved person. The FEE for the use of A/V equipment will be negotiated by the Event Leader, and paid directly to the operator. The church office can provide a list of trained/ approved operators.*

NOTE: Use of church musical instruments is NOT PERMITTED, unless specifically approved by the Director of Music.

**The Retractable Wall dividing the Gathering Space may only be opened/closed by a trained/ approved person. DO NOT reposition this wall without supervision.**

- For this event the WALL should be **CLOSED / OPENED**

OTHER SPECIAL REQUESTS NOT COVERED ABOVE:

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Accident Disclaimer: Use the facilities at your own risk. MPUMC is not responsible for injuries that occur on church property. By signing below, I acknowledge that the FACILITY USE POLICY has been read and fully understood, and I agree with its content. **I have been given a copy of the FACILITY USE POLICY.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ PHONE \_\_\_\_\_

STAFF SIG \_\_\_\_\_ DATE \_\_\_\_\_

cc: Event Leader  
Trustees

**FOR OFFICE USE ONLY:**

**Assigned A/V Person:** \_\_\_\_\_ **Phone** \_\_\_\_\_