



APPLICATION FOR USE OF FACILITIES

2757 W. US 22 & 3
Maineville, OH 45039
(513) 683-PRAY (7729)

PLEASE PRINT

Date Application Submitted: _____

CONTACT INFORMATION:

Person Requesting Space: _____

Address: _____

Email address: _____

Phone number: _____ Alt. Phone #: _____

Name of Alternate Contact: _____

Email address: _____

Phone number: _____ Alt. Phone #: _____

GROUP/FACILITY INFORMATION:

Name of Group: _____

Meeting Purpose: _____

Date(s) Requested: _____

Time requested: From: _____ To: _____ Single Use Daily Monthly Other

Room(s) requested: _____ Size of Group: _____

Need key to the building: Yes No

Person with a key: _____ Contact #: _____

TERMS & CONDITIONS: Please read before signing

The undersigned represents and warrants that he/she has authority to bind the applicant person or group. The applicant agrees that Deerfield United Methodist Church shall not be held liable for any property damage or personal injury occurring within the church building or grounds owned by the church and agrees to hold Deerfield United Methodist Church harmless from any such claim and defend against any such actions brought against the church. The applicant further agrees to obey the General Church Rules for use of the church space and the usage rules for specific areas such as the kitchen. Copies of these rules can be obtained from the church secretary during regular office hours. The applicant further recognizes that church functions may occasionally require the use of previously approved space and under such circumstances, notice will be given to the applicant or designated contact not less than two weeks in advance of the conflict date.

Signed: _____ Date: _____

OFFICE USE ONLY:

Completed by Church Secretary: _____ Date(s) available: Yes No

Space available: Yes No

Key Needed: Yes No

Board of Trustee Action: _____ Application Approved: Yes No

Signed: _____ Date: _____

Original retained in the Church Office. Copy given to the applicant.