



# 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: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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: \_\_\_\_\_

<b>OFFICE USE ONLY:</b>			
Completed by Church Secretary:	Date(s) available:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fee: _____
	Space available:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Key Needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Board of Trustee Action:	Application Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Signed: _____	Date: _____	

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