

APPENDIX E

APPLICATION FOR USE OF CHURCH FACILITIES BY NON-TUMC GROUPS

TRINITY UNITED METHODIST CHURCH

903 Forest Avenue, Henrico, Virginia 23229

(804) 288-6056 Fax: (804) 282-3368

This form is to be prepared ***completely*** by the applicant and submitted to the Church Office Administrator. Your request will be reviewed and you will be contacted as soon as possible with approval or disapproval, along with the amount of any applicable charges or fees. ***Please include with your application, a check payable to Trinity United Methodist Church for the Security Deposit as indicated on the enclosed fee list.*** This check will be returned to you promptly in the event your application is denied or after the event has taken place and upon satisfactory compliance with TUMC policies.

Date of application _____

Name of organization ("User") _____

Type of organization (*profit or non-profit*) _____

Will the meeting or activities involve children under 18 years of age? _____

Facility/room requested _____

Classroom

Mastin Room

Eaton Hall (*old Social Hall*)

Sanctuary

Chapel

Trinity Hall (*new Social Hall*)

Library

Playground

Kitchen

Requested for: Date(s) _____ Day of week _____

Beginning time of meeting _____

Ending Time of Meeting (*all evening events must end **by 9:00 p.m.** unless otherwise authorized*) _____

When do you need access to room for set-up (day & time) _____

Purpose of meeting or activities: _____

Approximately how many persons will attend? _____

You must indicate set-up desired -- diagram of how you want tables and/or chairs arranged. If you do not supply this information now, you must submit this information 1 week prior to event.

Number of tables/chairs needed _____

Other needs/items requesting _____

Is use of kitchen desired? _____ If yes, for what purpose -- to cook, to set food being brought in, to use coffee pot, to use ice? _____

	Person Making Request	Person To Be In Charge <u>At The Event</u>
Name:		
Address:		
E-Mail:		
Cell Phone:		
Home Phone:		
Work Phone:		

(a) On behalf of the above named group or organization, I hereby certify that I have read the current ***Policy for Use of Church Property and Facilities of Trinity United Methodist Church including The Child Protection Policy and Procedures (altogether “The Policy”)***, I agree that the Policy will be observed and that the group or organization will assume all responsibility for observing such Policy. By signature and by accepting use of the property, I further certify that any leaders in charge or present at the event(s) who have not been screened and trained by TUMC have been appropriately screened and trained by the User or an agent of the User and that all activities associated with this application will be conducted in compliance with that Policy.

(b) The User group or organization has liability insurance in the amount of a least \$500,000 combined single limit. **(Evidence of Insurance must be provided)**

Signature of Applicant_____

Position with User (title)_____

- 1. Enclose a check for the appropriate Security Deposit amount with your request (payable to “Trinity UMC”).**
- 2. The User Fee is to be paid 2 weeks prior to the event (payable to “Trinity UMC”).**

INSURANCE REQUIREMENTS

Non-TUMC organizations requesting church facilities for an extended period of substantial use shall furnish evidence of Public Liability Insurance in amounts of not less than \$500,000 combined single limit.

Trinity United Methodist Church shall be named in the Policy as an Additional Insured and a Certificate of Insurance showing that addition shall be furnished the Church Office following approval of the application.

Users are reminded to bring their own extension cords for use of their Audio Visual Equipment. Several rooms will require a grounding adapter as they do not take 3-prong plugs.
