SOUTHERN HILLS UNITED METHODIST CHURCH
FACILITY USE APPLICATION

Name of Organization:

Type of Event:

_____ Educational _____ Cultural _____ Recreational

_____ Political _____ Religious _____ Other (please specify)

IS THIS A NON-PROFIT ORGANIZATION? YES ☐ NO ☐

WILL AN ENTRANCE FEE BE CHARGED? YES ☐ NO ☐

Person in Charge of Event: _____

Address: _____
Street City State Zip

Home Phone: _____ **Work Phone:**_____

Rooms Requested: _____ Celebration Space _____ Multi - Purpose _____ Kitchen

_____ Stage _____ Nursery _____ Classroom 1

_____ Classroom 2 _____ Classroom 3 _____ Classroom 4

_____ Classroom 5 _____ Classroom 6 _____ Classroom 7

_____ Classroom 8 _____ Conference Room

Date Facility Requested:

Equipment Needed:

Special Instructions:

Event will start at: _____ **am/pm Event will end at:**_____**am/pm**
(include setup and takedown time)

I declare that to the best of my knowledge the projected use of Southern Hills United Methodist Church/ Outreach Center is legal. I will be responsible for the preservation of order and for any damage to Church facilities or property. I agree to to pay for all damages and replace lost equipment or materials. I have also read the Southern Hills Facility Use Policy and agree to the terms stated in the policy.

SIGNATURE: _____ **DATE:** _____
Applicant

Do not write below this line: OFFICE USE ONLY

Authorizations: Please initial.

Pastor ☐ Admin. Assistant ☐ Custodian ☐

Building Use Fee: ☐ Custodial Fee: ☐ Insurance: ☐

Comments:_____