

**FIRST UNITED METHODIST CHURCH
SILSBEE, TEXAS
May 2008**

**BUILDING USE REQUEST
BY INDIVIDUALS, GROUPS AND ORGANIZATIONS**

The event must be a non-profit, non-controversial, non-political and non-commercial organization. It must not conflict with the general beliefs of the Church. Each group is expected to set up for themselves and clean up after themselves. The church custodian will come and check after each group function to make sure things are clean and in proper order.

- 1) Name of organization _____
- 2) Person responsible: Name _____
- 3) Address _____ Phone # _____
- 4) Date of event _____ Day of week _____ Request date _____
- 5) Preparation time: Date _____ From _____ To _____
- 6) Program time: Date _____ From _____ To _____
- 7) Purpose (brief description of the program).

- 8) Building or parts of the buildings to be used _____
- 9) Special equipment needed _____
- 10) Number of people expected _____
- 11) Miscellaneous:
 - a. Is this a fund-raising project? Yes _____ No _____
 - b. Are there church members in your group? Yes _____ No _____

The Church reserves the right to cancel this reservation within 48 hours of approved date.

I agree to accept full responsibility for any damage or loss of church property that occurs as a result of the above use of these facilities. I have received a copy of the policy regarding use of the Church facilities and understand it.

Signature _____

Received Date _____

Signature of Church Personnel Receiving the Request

APPROVED

Chairman, Trustee Committee

Date