

FACILITIES POLICIES ACKNOWLEDGEMENT FORM

Bright Star United Methodist Church

(Return with your deposit of Security and Cleaning Fees)

(Must be signed by representative)

Name: _____

Address: _____

City/State: _____ Zip: _____

Date Planned for Event: _____ Time: _____ Duration: _____

Type of Event: _____

- Clean up should take place immediately after the event.
- We understand that we are responsible for any damage to church property (building, equipment, etc.)
- The church is not responsible for any personal property of the event participants.
- Hold Harmless Agreement: The person or group requesting the usage agrees to indemnify and hold harmless Bright Star UMC from any and all claims, actions, and judgments, including all costs of defense and attorney’s fees incurred in defending against same, arising from and related to Renter/Requester’s use and rental of the facility listed in the Facility Request Form and/or any other area within our campus. Renter/Requester agrees that acts of guests, caterers, and others used (or employed) as contemplated by this agreement will also be under this same agreement.
- Cooperation with the minister and church staff is expected and appreciated.

We have read the Facilities Policies and Guidelines Manual for the Bright Star United Methodist Church, and we, and anyone associated with our event will abide by those policies without exception. We understand the security fee will be retained contingent upon adherence of the Facilities Policies and Guidelines.

Signed:

Event Coordinator _____ Phone No.: _____

Date: _____

FOR CHURCH USE ONLY

Fees	Amount Paid	Date Paid
Security Fee		
Cleaning Fee		
Rental Fee		
Services Fee		
Balance Due prior to Event (Security plus Cleaning Fees)		
Total Paid		

Form should be returned with deposit to the Administrative Assistant.

No date will be held on the calendar until this form is on file with appropriate deposit.

YOUR COOPERATION IS GREATLY APPRECIATED.