

Facilities Request Form

Churubusco United Methodist Church
750 North Main Street, Churubusco, Indiana 46723

Today's Date _____
Name of Organization/Individual _____
Contact Person _____
Phone Number _____ Email _____
80

Date of Event _____

Event Category

- ☐ Party/Celebration ☐ Wedding Reception ☐ Class
☐ Business Event ☐ Meeting (clubs, sororities, etc.)
☐ Other

Rooms Needed

- ☐ Fellowship Hall ☐ Sanctuary
☐ Kitchen ☐ Classroom (how many? __)

Start Time _____ End Time _____ (add set up/clean up time)

Number Expected _____

Items Needed (availability varies)

- ☐ Tables __round __rectangle (8 ft.)
☐ Chairs
☐ TV
☐ DVD Player
☐ Podium
☐ Projector Screen
☐ Wifi (contact church office for address)
☐ Computer/Sound/Video in sanctuary (trained CUMC

church personnel only for an additional fee; please see brochure)

☐ Other _____

Amount Owed \$ _____ Date _____

Amount Paid \$ _____ Date _____ ☐ Deposit (1/2 owed)

☐ In Full ☐ Cash (receipt given ☐) ☐ Check # _____

Ending Balance Due \$ _____ ☐ Paid on _____

(over)

I, _____, understand that I am taking responsibility for myself and my party when using the Churubusco UMC facilities. Any mishap or injury that may happen while in the Churubusco UMC facility I am responsible for and waive any liability right toward Churubusco UMC. I also understand that any damage done to the Churubusco UMC facility or property there in, will be my responsibility to replace or repair to the original state or to satisfaction of the church in a timely fashion. I further understand that my event is not officially booked until I get this signed copy from the church office.

Signature _____

Today's Date _____

Church use:

Approval _____

Today's Date _____