

# Request for Use of the Auburn United Methodist Church Facilities and Property

This agreement is hereby entered into between Auburn United Methodist Church and "User" for the use of Auburn United Methodist Church, 14100 North Route 4, Auburn, IL 62615. Phone: 217-438-3126

- Organization (if applicable): \_\_\_\_\_
- Responsible Person ("User"): \_\_\_\_\_
- Address: \_\_\_\_\_
- Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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- Date of use: \_\_\_\_\_
- Time of use: Beginning:\_\_\_\_\_ Ending:\_\_\_\_\_
- Area (s) of use: \_\_\_\_\_
- Type of activity: \_\_\_\_\_
- Number of people: \_\_\_\_\_
- Donation/Fee: \_\_\_\_\_
- Cleaning Deposit: \_\_\_\_\_

USER agrees to be responsible for any damages to the building and its contents during the use period and agrees to clear the building of people after the allotted use time expires. Use time is not to extend beyond 10:00 p.m. unless prior arrangements have been made.

USER agrees to use only the designated area(s) stated above; agrees to use only for purpose stated above; and agrees to abide by all local and state laws and ordinances in the use of the premises.

USER agrees to abide by the "USER Checklist Policies" attached.

USER shall indemnify AUMC and hold AUMC, its members, staff and the Illinois Great Rivers Conference of the United Methodist Church harmless against any liability or loss incurred by AUMC as a result, during the term of the building use agreement, of USER's failure to perform any covenant required to be performed by USER hereunder, of an accident that may occur in or about the Auburn United Methodist Church or parking lot, or of USER's failure to comply with any governmental law or ordinance.

This contract is non-transferable.

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Auburn United Methodist Church:

USER:

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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## **User Checklist Policies**

- AUMC is a smoke free environment. Alcoholic beverages are not allowed anywhere on church property. These restrictions will be strictly enforced.
- Use of areas not designated in this agreement are strictly prohibited.
- No type of adhesives, tape, or glue is to be used on any tile floors. If decoration needs to be attached to the floor, use only blue painters trim tape. This tape must be removed as soon as event is over.
- Seal and carry out garbage bags to the dumpster located outside the south door of the kitchen.
- Clean used areas including counter tops and sinks, coffee machines, stove, dishwasher, etc.
- All wedding decorations, personal and rented items used during the event are to be removed immediately after the event.
- Turn off all lights in the areas used.