

Please print, complete and sign and return to the Office.

**LOVELY LANE UNITED METHODIST CHURCH
BUILDING USE REQUEST FORM**

(for Committees and Church Sponsored Groups)

Please Note: Requests will be processed and you will be notified about availability within 5 working days.

Event Title: _____

Contact Person/Name of Responsible Party:

Name: _____

Address: _____

Phone: _____

Cell Phone: _____

E-mail Address: _____

Date(s) of Event: _____

Time of Event: Start _____ End _____

Childcare Needed: Yes____ No____ Approximate Number of Children _____

Approximate Number of People Attending Event: _____

Room(s) Requested: _____
(If kitchen or refrigerator are needed, please specify)

Committees/Groups are requested to do their own set up and are requested to return the room to original state after their meeting.

_____ Committee/Group is unable to do set up.

(Please diagram any special room set up on the back of this sheet.)

_____ Has been requested to do set up. (For office use)

Release, Indemnity and Hold Harmless Agreement

In consideration of The Lovely Lane United Methodist Church ("the Church") permitting _____ (the "Organization") to use _____ (the room numbers or description of the area to be used) of its facilities at 2424 42nd Street NE in Cedar Rapids, Iowa, from _____ m. to _____ m. on _____ (days of the week) from _____, 200__ through _____, 200__, the Organization agrees as follows:

1. All members, employees, staff persons, guests and invitees of the Organization shall abide by the Church rules and regulation while they are on the Church property.
2. The Organization shall advise its members, employees, staff persons, guest and invitees that they are to use the Church facilities at their own risk.
3. The Organization shall be responsible for any injury, damage or loss to the Church or its property caused by any member, employees, staff persons, guest or invitees of the Organization. The Organization shall release, hold harmless and indemnify the Church, its trustees, officers and members from any and all actions, claims demands, damages, costs and expenses, including reasonable attorney's fees, in any way relating to their use of the Church facilities, unless caused by the gross negligence or willful action of the Church.
4. A copy of the present rules and regulation are attached to this agreement.
5. The Organization shall be responsible for any damage or loss resulting from personal property being stored in the Church facilities.

Date _____, 200__

Organization: _____

By: _____

GUIDELINES FOR BUILDING USE

It should be remembered that Lovely Lane is a rapidly growing church with many different programs and needs, and limited space to accommodate them. With that in mind, and a need to work together we would like to request the following:

1. Please replace chairs and tables to their original location at the end of your activity.
2. Whenever possible please carry table and chairs across the floors rather than dragging them.
3. Whenever possible, please utilize volunteers to set up and take down. This allows custodians to do more cleaning.
4. Please supervise your children and clean up after them. For safety reasons, young children should not be left alone
5. Please make sure all lights are off and all doors are locked.
6. It would be appreciated if events and functions be scheduled to end by 9:00 p.m.