

**BUILDING AND EVENT USE REQUEST FORM**

Oakdale Emory United Methodist Church

Phone: 301-774-2030 FAX: 301-774-3157 E-mail: [info@oeumc.org](mailto:info@oeumc.org)

Group or organization requesting use: \_\_\_\_\_

Mailing address \_\_\_\_\_

Purpose: \_\_\_\_\_

Church Related Group: \_\_\_\_\_ Yes \_\_\_\_\_ No Number of Persons Expected \_\_\_\_\_

Requested Day/Date of Use: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

**Facility requested:**

**Main Building & Emory Hall (3425 Emory Church Road)**

\_\_\_\_\_ Sanctuary \_\_\_\_\_ Parlor \_\_\_\_\_ Classroom Up \_\_\_\_\_ Classroom Down  
\_\_\_\_\_ Brigham Hall \_\_\_\_\_ Kitchen\* \_\_\_\_\_ The Oasis (Emory Hall Assembly Area)

**Oakdale Chapel (3515 Emory Church Road)**

\_\_\_\_\_ Chapel \_\_\_\_\_ The Refuge (Oakdale Hall) \_\_\_\_\_ Kitchenette \_\_\_\_\_ Classroom

**Bready Building (3425A Emory Church Road)**

\_\_\_\_\_ Classroom

\_\_\_\_\_ **Grounds** **Parking Lot** \_\_\_\_\_ Brigham Hall \_\_\_\_\_ Chapel \_\_\_\_\_ Georgia Ave

Person requesting facility \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone- Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

**To be signed by person (must be age 21 or older) accepting responsibility for facility use:**

*I understand that this request for use of church facilities obligates me and my group for proper group conduct during the event and for the responsibility of ensuring that the facility is returned to the condition in which found; that is, tables, chairs, etc., in their proper places and the area and restrooms reasonably clean and in order. Upon departure, all lights, windows, doors, etc., will be properly secured.*

*I also understand that I must provide the church with proof of liability insurance in the form of a Certificate of Insurance. In addition, completion of the "Church Usage and Hold Harmless Agreement" on the back of this form is required.*

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

E-mail: \_\_\_\_\_

**Note:** Please call Church Office (774-2030) ahead of time to make arrangements for gaining entry into facility.

.....  
To be approved by OEUMC Board of Trustees: \_\_\_\_\_ Request Approved \_\_\_\_\_ Request Disapproved

Independent Insurance Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Donation/fee requested to offset expenses: \_\_\_\_\_ (utilities, wear and tear, etc.).

Cleaning fee for custodial services: \_\_\_\_\_

Cleaning deposit \_\_\_\_\_ (refundable when no donation is requested)

Group/individual notified by \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ by phone \_\_\_\_\_ in person \_\_\_\_\_ by mail

Approving Church Official: \_\_\_\_\_

Copies: (1) Original to Church file (2) Requesting group/individual (3) Building Engineer \*(Over)

**Kitchen Use:**

For functions where food is being prepared in and served from the kitchen, there must be a person present who is a *Montgomery County Certified Food Service Manager*. The name and certification number of the certified person shall be provided below:

Name: \_\_\_\_\_

Certification Number: \_\_\_\_\_

**CHURCH USAGE AND HOLD HARMLESS AGREEMENT**

I/We the undersigned authorized representative(s) of \_\_\_\_\_ (Name of Organization)

of the city of \_\_\_\_\_, state of \_\_\_\_\_ shall be using the building and/or

grounds of Oakdale Emory United Methodist Church from \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_,

for the purpose of \_\_\_\_\_ herein referred to as "the activity."

I/We understand and agree that neither Oakdale Emory United Methodist Church, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds as well as all appliances and fixtures in the activity, I/We hereby assume all risk in connection with participation in the activity. I/We further release Oakdale Emory United Methodist Church, its trustees, employees, agents, or representatives for any damage which may occur while participating in the activity. I/We further agree to save and hold harmless Oakdale Emory United Methodist Church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/We also authorize Oakdale Emory United Methodist Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital: and that I/We have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature \_\_\_\_\_

Signature \_\_\_\_\_