

## Liberty United Methodist Church Building Use Request Form

*Liberty United Methodist Church appreciates the opportunity to serve the church membership and community by making the facility and campus available to individuals and non-profit organizations. To maintain our ability for service in this area, we request you read and follow the attached Building Use Policy. For additional information please contact the Pastor at 615.776.2822 or via email at [www.libertymethodist.com](http://www.libertymethodist.com).*

Organization: \_\_\_\_\_ Liberty UMC Member(Yes/No): \_\_\_\_\_  
Event/Purpose: \_\_\_\_\_ Individual or NonProfit: \_\_\_\_\_  
Date(s) & Time(s) \_\_\_\_\_  
Brief Description of Event: \_\_\_\_\_

Certificate of Insurance Attached (Yes/No): \_\_\_\_\_

Area Requested

Sanctuary (capacity \_\_\_) Fellowship Hall (\_\_\_ w/ tables) Kitchen \_\_\_\_\_

Church Playground \_\_\_\_\_

Estimated No. of Attendees: \_\_\_\_\_ Estimated No. of Cars (Parking): \_\_\_\_\_

Set-up: \_\_\_\_\_ Time: \_\_\_\_\_ Clean-up: \_\_\_\_\_ Time: \_\_\_\_\_

Liberty UMC will set-up (Fee) \_\_\_ Liberty UMC will clean-up (Fee) \_\_\_

Organization will set-up (for members only) \_\_\_ Organization will clean-up (for members only)

Specifics of set-up \_\_\_\_\_

*(Use reverse side of this form if more space is needed for set-up specifics.)*

Church Member: \_\_\_\_\_ If not, Host/Sponsor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Church Member Signature** (if applicable): \_\_\_\_\_

\* If kitchen facilities are to be used, must coordinate with Cleaning person or Pastor  
*I understand the attached Liberty UMC Building Use Policy and accept responsibility for use of the facility and/or campus as stated above. In addition, I understand Liberty UMC will be held harmless in the event of any accidents.*

Organization representative: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*For Trustees Member or member of Administrative Council*

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

Conditions/Restrictions: \_\_\_\_\_

### **RELEASE AND WAIVER OF LIABILITY**

In consideration of being permitted to use the facilities at Liberty United Methodist Church, 9587 Liberty Church Road, Brentwood, Tennessee (the "Property"), I hereby execute this Release and Waiver of Liability ("Release") and assume full and complete responsibility for any injury, accident, illness, medical expenses or loss of property that may occur while I am on the Property and relinquish any and all rights I have now or may have in the future against Liberty United Methodist Church, its employees, members or agents (collectively, the "Church"), arising out of or related to my utilization of the Property. I do hereby, voluntarily and without duress, execute this Release under the following terms:

1. **Waiver and Release.** I do hereby waive, covenant not to sue, release and forever discharge, indemnify and hold harmless the Church from any and all liability, claims, fines, suits, orders, actions, damages, costs and/or expenses and demands of whatever kind or nature, either in law or in equity,

that I may have against the Church arising out of or in any way connected with or related to my presence at or participation in activities arising from my utilization of the Property.

I understand that this Release discharges the Church from any and all liability or claims that I may have against the Church with respect to any bodily injury, personal injury, illness, medical expenses, death, property damages or consequential expenses or losses that may result from my utilization of the Property, whether caused by the negligence, the action or inaction of the Church

2. **Assumption of the Risk.** I am aware of and expressly and specifically assume all risks associated with my participation in the activities on the Property.

3. **Other.** I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Tennessee, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Tennessee. I agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

4. **Execution.** I execute this Release for full, adequate and complete consideration fully intending to be bound by same. I further understand that if I am a minor, this release and waiver must be signed by a parent or guardian. If I am that parent or guardian of a minor, I understand that by signing this waiver of liability I, and the minor whose behalf I am signing, are bound by its terms. If signing on behalf of an entity or group, I represent that I am duly authorized to execute this Release on behalf of the entity or group I represent.

Signature \_\_\_\_\_ Parent or Guardian's Signature \_\_\_\_\_

(If Participant is a minor)

Name \_\_\_\_\_ Parent or Guardian's Name \_\_\_\_\_

(Printed) (Printed- If Participant is a minor)

Date \_\_\_\_\_

## **LIBERTY UNITED METHODIST CHURCH**

### **BUILDING USE POLICY**

#### **PHILOSOPHY**

LUMC is committed to serve the members of the church and local community organizations whose purposes are consistent with the ministry of the church. The following guidelines have been developed to facilitate the approval of requests for use of its properties.

#### **PROCEDURES**

1. Requests for use shall be made by completing, executing, and returning to the church the Building Use Request Form available by contacting the church or its Pastor.
2. Requests should include the name of a member of LUMC as a host for the requested event. Should a host not be named, the Board of Trustees may appoint one.
3. For non-LUMC organizations, a certificate of insurance naming the church as "Additional Insured" must be included with the request.
4. The completed form will be considered at the next regular monthly meeting of the Administrative Council and the requesting party will be notified in a timely manner of the outcome and any additional conditions associated with any approved use.
5. The Chair of Trustee and Pastor must approve any and all changes to the approved use.
6. LUMC reserves the right to cancel any use agreement at any time.
7. Events/requests will not be put on the church calendar until all forms are completed and approvals are given.

Please note that use of church facilities for a wedding is governed by a separate use

policy maintained by the  
Pastor who will assist in or officiate the wedding.

**GENERAL GUIDELINES**

1. Facility users are prohibited from including the church’s telephone number on event circulars, announcements or notices. Directions to the church are available on our web site [www.libertymethodist.com](http://www.libertymethodist.com). or will be provided upon request.
2. Church equipment is available only on request and may be charged separately. Use of the kitchen facilities and audiovisual equipment will require proof that the user is qualified to use such equipment.
3. User groups using the facility must return the room and all furniture to their original condition and position after use.
4. LUMC will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.
5. All user groups/organizations agree to pay for any and all damages to premises.
6. Costs for catering services are negotiated by the parties involved. When outside caterers are employed, the caterer is responsible for clean up of the kitchen facilities, dishes and must supply any tablecloths necessary. Outside caterers must contact the church’s Pastor a reasonable time in advance of the event.
7. The host/sponsor, as a member of LUMC, shall serve as the main contact for the organization, assisting with coordination, and attending pre-event site visits and meetings. Host must be at the church during the event.

**USAGE PARAMETERS**

1. Facilities are only available during normal business hours, Monday through Friday. Some exceptions maybe made for evening and weekend use.
2. Use will be limited prior to and during Christmas, Easter, and Thanksgiving and other major church events and activities.
3. Facilities users are to remain in areas designated for their use, maintain reasonable noise levels, and conduct themselves appropriately, consistent with the use of the House of God. Specific spaces designated for parking must be respected.
4. When applicable, facility keys will be issued to the approved contact person and cannot be duplicated.
5. Doors to church properties may not be propped open for any reason at any time, and must be locked before leaving, even if another group is in the building.
7. All activities at LUMC are canceled whenever Williamson County public schools are dismissed early or closed due to snow, ice or other inclement weather.

**FACILITIES HONORARIA:** Suggested donations per day/night.

Facility	Member	Non-Member
Parking Lot (only)	\$0	\$50
Fellowship Hall/Kitchen	\$0	\$100
Sanctuary	\$0	\$100