

# Delphi Methodist Church

1796N U.S. Highway 421, Delphi, IN 46923 765-564-3791

## Facilities Usage Agreement

### Office Use Only:

Facility Mgr. \_\_\_\_\_

Office Calendar \_\_\_\_\_

Online Calendar \_\_\_\_\_

Fee Deposited/Expensed \_\_\_\_\_/\_\_\_\_\_

Name of Contact Person/Group/Organization: \_\_\_\_\_

Please check:  Member of Delphi Methodist  Regular Attendee  Guest/Not Affiliated

Date & Time of meeting/event: \_\_\_\_\_

Address & Contact Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Nature of meeting or event: \_\_\_\_\_

How many people you expect to attend this meeting/event: \_\_\_\_\_

Room(s) being reserved: \_\_\_\_\_

Rotunda, Rm 100 (Office Conference Room), Rm 200, Rm 202-204, Rm 211 (Large room off kitchen), Worship Center, Children's wing: 212-214, 216-218, or Teen Center

Is Kitchen needed for cooking or just preparing food? \_\_\_\_\_

*If using the kitchen to cook, there is an additional fee.*

Will there be children present? \_\_\_\_\_

Time you will be in & out of building (including set up/clean up): \_\_\_\_\_

How many tables & chairs needed (round tables seat 6-8): \_\_\_\_\_

Is there a need for sound or media? \_\_\_\_\_

*Additional fee depending on what is needed.*

Facility fee: \_\_\_\_\_ *Please make check out to Delphi United Methodist Church. This fee is for **up to 5 hours of total usage.***

*If you need more time, contact Sarah Cross in the church office to acquire additional time (765-564-3791).*

Received by: \_\_\_\_\_ Check #: \_\_\_\_\_

The above-named group or organization (1) Acknowledges receipt from Delphi Methodist Church, an Indiana not-for-profit corporation, this **Facilities Usage Policy** and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in this policy. (2) Requests use of church facilities as indicated above and (3) Accepts, agrees to, and will in all respects fully and timely comply with Delphi Methodist Church Facilities and Usage Policy.

Date of application: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Date approved by DMC: \_\_\_\_\_ Approved by: \_\_\_\_\_

Groups/persons using church facilities will hold harmless Delphi Methodist Church from any and all liability, even if the injury or damage is caused solely by the fault of DMC, its employees, agents or representatives. Non-DMC ministries are required to carry liability insurance covering personal injury and/or property.

Reservation deposit of fee must be paid to have the event placed on the calendar. **All requests must be received at least 3 weeks prior to event.** Additional time may be required if a vote of the Board of Trustees is required. Facility fee is used to cover facility usage, the cost of the custodian, and event chaperone (if needed). **\*\*There will be no refund of fee if event is cancelled less than two (2) weeks prior to event.\*\*** No outside events will be scheduled at the facility if the church is closed due to a holiday.