

Request for Church Facilities Access

First United Methodist Church
6209 Land O'Lakes Blvd
Land O' Lakes FL 34639
813-996-4533

Name: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Access Requested To: Sanctuary ___ SLC ___ YH ___

Other keys you have _____

Is need a regularly scheduled event? Yes ___ No ___ Event: _____

Date of Event: _____ Time of Event: _____ until _____

Type of access Requested: Key Card ___ Automatic Opening ___

All keys are the property of First United Methodist Church of Land O' Lakes and may be recalled by the Board of Trustees at any time.

Issuing of keys is at the sole discretion of the Board of Trustees.

Keys that are issued are for the use of the person issued ONLY and may only be used at requested times and dates. Failure to comply will result in revocation of keys.

I have read and agree to the guidelines for access to church facilities

Signed: _____ Date: _____

I have received the keys indicated above: _____ Date: _____

For Trustee use only

Trustee Approval: _____ Date: _____

Key Number: _____ Date issued: _____

GUIDELINES FOR USE OF CHURCH FACILITIES

1. Request for use of any Church facility or grounds must be made in writing to the Church Office using the **“Request to Use Church Facilities”** form a minimum of one (1) month prior to event. The office will submit the request to the Board of Trustees for approval. ****Note: The request is in a “pending” status until the request has written approval. Requests will be approved in order of receipt.**
2. Activities that conflict with the moral and doctrinal position of the United Methodist Church will not be permitted.
3. Alcoholic beverages are PROHIBITED on all Church Property.
4. Smoking is PROHIBITED in all Church buildings.
5. Children are to be supervised at ALL times. It is the responsibility of the requesting group to have adequate child supervision for the event. The Churches Child/Youth Protection Policy must be followed. The Church’s children supplies, and rooms (102, 104, 105 and 106), and nursery rooms are NOT available for events. The Church does NOT provide childcare unless arranged in advance and approved by the Director of Children’s Ministry.
6. Set up and take down for the activity is the responsibility of the requesting group. Equipment and furnishings MUST be returned to their proper location and arranged accordingly.
7. The use of the “Sound Booth” in the Sanctuary is NOT permitted. Groups needing sound equipment MUST provide their own.
8. The use of office equipment (i.e. copiers, faxes, computers, etc.) is NOT permitted.
9. Any accident, either to person or church property MUST be reported to the church office immediately.
10. The use of duct or “duck” tape is not permitted on ANY church surface.
11. Groups not affiliated with the church MUST provide a copy of tax form 501(c)3 and proof of one (1) million dollars in liability insurance.
12. Before leaving (last group).....Empty the trash, reset the air conditioners, close all windows, turn off lights, and lock the door.
13. For any special requests/exceptions, please submit a **“Special Use Request Form”** with the **“Request to Use Church Facilities”** form. This may require additional approval from department leaders. Written approval is required.
14. **NO FIRES ON CHURCH GROUNDS WITHOUT EXPRESS WRITTEN PERMISSION FROM THE BOARD OF TRUSTEES**

I have read the above guidelines and I agree to abide by them.

Signed: _____

Date: _____

We ask that everyone using our facilities be considerate of other groups on campus at the same time by remaining in requested areas and by limiting noise levels.

We hope you enjoy our Church.