



Cary United Methodist Church
Calendar/ Room Use
 September 2010/August 2011

Event Information:

Title of event (15 letters or less): _____

_____ One time – Date of event _____
 Month/Day/Year

_____ Weekly
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

_____ Every other week, circle: 1st & 3rd or 2nd and 4th
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

_____ Monthly, circle week of meeting: 1st 2nd 3rd 4th
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Date of first meeting _____ Last meeting _____
 Month/Day/Year Month/Day/Year

Exceptions _____

Time: *Fellowship Hall set-up for Sunday afternoon and evening events must take place after 11 a.m. Sunday.

Event begins at _____ Ends _____

Room(s) Requested _____ (see below) # People involved _____

Contact Information

Group/ Committee requesting room use _____

Contact person _____ CUMC member? _____

Address _____

Phone numbers

Home _____ Cell _____

E-Mail Address _____

Rooms Available

Upper Level

- Fellowship Hall-all rooms
- Fellowship Hall-all rms, incl. Kitchen
- Fellowship Hall-rms. A, B, C, D, E, or F
- Fellowship Hall Kitchen
- Library
- Narthex
- Choir rm./Chapel (rm. 204)
- Sanctuary

Lower Level

- Kitchen- 101
- Wesley Wing-rm. 102
- Wesley Wing-rm. 103
- Wesley Wing-rm. 104
- Wesley Wing-rm. 105
- Wesley Wing-all rooms
- Room 107
- Youth Room-112

Continued on Back>>>>>>

_____ (Organization/Individual) shall indemnify, defend and hold harmless Cary United Methodist Church (hereafter CUMC), and the Northern Illinois Conference from and against all liability, loss, damage, claims, suits, cost or expenses (including attorney's fees) arising out of, or in connection with said group's occupancy and use of church facilities.

All organizations and persons using the CUMC facilities:

- *Must take every precaution to preserve equipment, grounds and facilities, and shall be fully responsible for all damage or loss of church property, including that belonging to church members, other groups, or employees that occur during the time the facilities are in use.
- *Must have adult leadership on hand at all times when the group is meeting.
- *Are expected to leave facilities as found. If changes in room set-up are required, the proper Custodian Notification Form (located in church workroom) needs to be submitted at least three days prior to event.
- *Must confirm arrangement for access to building with church office staff.
- *Are NOT allowed to use or possess intoxicants or controlled substances, to gamble, or to engage in indecent speech, action or dress anywhere on or in CUMC property.
- *Are NOT allowed to smoke anywhere inside the building. All cigarette butts must be placed in appropriate containers outside of the building.
- *Must observe all state and local fire safety laws and regulations.
- *Must allow Trustees free access to all facilities, at all times.
- *No consumable supplies belonging to CUMC may be used by outside groups.

In lieu of a rental fee (non-church members) or free will offering, anyone not paying a rental fee, will agree to help on a future church workday

All non-members of CUMC will provide a certificate of insurance naming Cary United Methodist Church as an additional insured. This certificate must be submitted with the room request form!!

I, the undersigned, have read the preceding statements and agree to abide by the stipulations specified.

X _____ **Signature of party responsible for request.**

Date received _____

Date approved _____

Approved by _____

Date posted on calendar _____

Posted by _____

Date posted on Website _____

Posted by _____

Rental fee (if applicable) \$ _____

Date received _____

Key issued

number _____ Date given _____

Date returned _____