



Cary United Methodist Church
Calendar/Room Use
 2020-2021

Please turn in this
 forms to the office by
Thursday at Noon.
 Thank you

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: Event Begins _____ Ends _____

NOTE: Fellowship Hall set-up for Hospitality on Sunday. Afternoon and evening events must take place after 11 am.

ROOM(S) REQUESTED _____ (Room list on back) # Adults ___ # Children ___ Total ___

CONTACT INFORMATION

Group/ Committee requesting room use _____

Contact person _____ CUMC member? _____

Address _____

PHONE NUMBERS

Home _____ Cell _____

E-Mail Address _____

PERSON RESPONSIBLE FOR TURNING OFF LIGHTS AND LOCKING DOORS

Name _____ Cell _____

E-mail _____

Sound System needed: Yes ___ No ___ If the Sound System is needed for your event, there will be a donation fee of \$25.00 and a volunteer will be provided.

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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 (room. 204)
Sanctuary

Lower Level

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

_____(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:

Room Set-up/Custodian Notification Form (located in church workroom) needs to be submitted at least 1 WEEK prior to event.

- *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 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
- *Must confirm arrangement for access to building with church office staff.
- *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 approved _____ Approved by _____

Date posted on calendar _____ Posted by _____

Date posted on Website _____ Posted by _____

Rental fee (if applicable) \$ _____ Date rec’d _____ AV Donation **\$25.00**. Date rec’d _____

Key issued: number _____ Key Deposit **\$25.00** Date given _____ Date Returned _____