

ORIENTAL UNITED METHODIST CHURCH (OUMC)
GROUNDS, FACILITIES AND OTHER PROPERTY USE RESERVATION CONTRACT

PURPOSE OF EVENT: _____ DATE OF EVENT: _____

FREQUENCY: SINGLE EVENT _____ MONTHLY _____ QUARTERLY _____ ANNUALLY _____

ORGANIZATION OR INDIVIDUAL MAKING REQUEST: _____

NAME OF SPONSOR FOR NON-MEMBER EVENTS: _____

ACTUAL TIME OF EVENT: _____ TIME SET UP TO START : _____

FACILITIES NEEDED

- Sanctuary
- Fellowship Hall
- Kitchen
- Small classroom
- Large Classroom
- Parking Lot
- Property Adjacent to Church
- Property on South Street
- Labyrinth
- Canvas Labyrinth
- Labyrinth Cover

MATERIALS YOU DESIRE OUMC TO SUPPLY

(Note there may be an additional Cost)

- Linen Tablecloths
- Napkins
- Silverware
- Glasses
- Plates
- Tables
- Chairs
- Piano
- Organ
- Electronics

CONTACT PERSON(S) FOR EVENT:

Name: _____

Name: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Address: _____

Address: _____

I, the undersigned, as the person responsible for the group named above, have read and agree to the policies and procedures - including COVID Protocols if relevant – pertaining to the use of the requested facilities, as specified in the *Grounds, Facilities and Other Property Use Policy, Regulations and Fee Schedule*. I also release and discharge Oriental North Carolina United Methodist Church, Inc. from all liability of any kind and character upon claim, demand or cause of action which might be asserted on behalf of the above group against Oriental North Carolina United Methodist Church, Inc. As a Non-OUMC group and/or individual utilizing church property, a certificate of liability insurance that covers Oriental North Carolina United Methodist Church, Inc. as a named insured is provided with this Contract.

Signature of Person Accepting Responsibility for Group

Date Signed

Signature of Sponsor if Non-Member Event

Date Signed

Approved by: _____

Date _____

Amount Collected: _____ Amount Due: _____ Date Due: _____ Paid