St. Paul United Methodist Church
2949 Davies Plantation Road
Lakeland, Tennessee 38002
901/387-0007

Request for Use of Church Facility

In order for us to be aware of your needs, please complete and return this form with your deposit to St. Paul United Methodist Church, 2949 Davies Plantation Rd, Lakeland, TN 38002 at least thirty [30] days prior to the requested date(s) for use. Please understand that in order to maintain our facility, your full cooperation is required. Submission of this request and accompanying deposit does not constitute agreement of use until notified by the Church Administrator.

Type of Event: _____

Name and Type of Organization: _____

Contact Person: _____

Address: _____

Phone: [Home] _____[Work] _____[Mobile] _____

Date(s) Requested: _____

Time In Requested: _____ Time Out Requested: _____

Specific Area Needed: Please mark all applicable…

❑ Sanctuary ❑ Fellowship Hall ❑ Gym ❑ Fellowship Classroom ❑ Kitchen ❑ Other

Specific Equipment Needed: _____

❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖

I, _____, acknowledge receipt of and agree to, all procedures and regulations for the use of facilities at St. Paul United Methodist Church. I have thoroughly read and understand the Facility Usage Policy and Schedule of Fees. I agree jointly and severally to hold harmless and indemnify St. Paul UMC for any damages, injuries, losses or expenses arising from or related to an individual or organization sponsored meeting at St. Paul UMC.

Signature: _____ Date: _____

Approved By: _____ Date: _____

---------- [For Office Use] ----------

Fee: _____ Paid: _____ Date: _____

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