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Dexter United Methodist Church

7643 Huron River Drive, Dexter, Michigan 48130
Phone: (734) 426-8480 email: **secretary@dexterumc.org**

Rental Use of Facilities - *Members*

< For office use only >

Date/Day: _____

Time: _____

Bldg. & Rm.: _____

☐ ***Ongoing,*** _____ ***to*** _____

Name: ☐ *I am a current Dexter UMC Member.*	**Group:** ☐ *Non-Profit Group* ☐ *Profit Group*
Address:	
Phone (Day): Phone (Evening):	E-mail: Fax:
Brief Description of Event: *(note below the time your event actually begins, to insure correct recording in our calendar)*	
Date of Event: Event Set-up Time: ☐ **Ongoing** *(dates)*:	**Meeting Begins:** **Meeting Ends:** Clean-up & Departure by:
Preferred Location: ☐ **Ed. Bldg.** ☐ **Newkirk Hall** ☐ **Sanctuary** ☐ **Atrium** **All available rooms & areas are listed on the next page. Please complete this portion as well,** so we know how your meeting or event may impact other meetings, ministries or the daily operations at Dexter UMC. Thank you! *(FYI – The FIREPLACE in Newkirk Hall is no longer safe to use.)*	
Every Group is responsible for their own disposable kitchen supplies, set-up & should be prepared **to do all the clean-up** following their meeting or event. **Please return room to original set up,** remove your rubbish items to the bin outside the kitchen. Thank you.	Number of Adults: Number of Youth/Children:
* Most classrooms (Ed. Bldg.) are equipped with tables & chairs. If you move chairs from another room to accommodate your group, please remember to return them before departing. Thank you.	**Please note:** Any and all use of equipment must be approved prior to event. [Microphones & Sound, AV, Instruments, Organ, Piano, etc.]

Through submission of this form, we recognize the church is not liable for injuries sustained during our meeting/event.

Deposit: _____ **Rental Fee:** _____ **Balance Due:** _____

** If not already there, tables & chairs must be set up and taken down by group using the facility. Thank you.* *9-Jun-10*
NOTE*: Non-ministry events requesting Newkirk Hall or the Sanctuary are booked no more than 2 months in advance, beginning the 1st business day of each month. On Sundays in December, only ministry sponsored events are scheduled in Newkirk Hall.*

Our buildings and campus host a number of ministry meetings each week, as well those of scouts and community groups. In addition, our pastors and staff must carry out the daily business operations of the Dexter United Methodist Church.
*To better understand the impact your event will have on the schedules of others using our buildings, **please check all areas you hope to use for your event**. Your information will be shared during our weekly staff meeting. Once approved or amended, a copy of this form will be returned to you for your records.*

EDUCATION BUILDING *(Rental Fee $25 - $50, based on hours of usage – for non-ministry, non-sponsored events)*

MAIN FLOOR **DURATION of use:** _____
(Include set-up to clean-up)

☐ Nursery ☐ Chapel ☐ Library
☐ Hallway(s) _____

2nd FLOOR **DURATION of use:** _____
(Include set-up to clean-up)

☐ 220/221 ☐ 216/217 ☐
☐ 203/204 ☐ 206 ☐
☐ Hallway(s) _____

LOWER LEVEL **DURATION of use:** _____
(Include set-up to clean-up)

☐ B-018/019 ☐ B-016/017 ☐ B-015
☐ B-03/04
☐ Hallway(s) _____

***PLEASE NOTE**: Rental Fee for Newkirk Hall & the Connector is based on number of attendees and nature of the event.*

☐ **NEWKIRK HALL; DURATION of use:** _____

☐ **KITCHEN; DURATION of use:** _____

☐ **ATRIUM; DURATION of use:** _____

☐ **SANCTUARY; DURATION of use:** _____

☐ **CAMPUS AREA – out-of-doors; DURATION of use:** _____

☐ **PARKING LOT – out-of-doors; DURATION of use:** _____

OTHER IMPACTS the pastors & staff should be aware of? _____
_____

❑ **APPROVED** – *please keep all exits clear and open for safe departure, should an emergency arise. Thank you.*

❑ **AMENDED** _____
_____

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INDEMNITY AGREEMENT

This agreement must be signed and returned *to the church office with the building use form whenever a request is made to use of our facilities.*

In consideration of the Dexter United Methodist Church ("Dexter UMC") allowing the undersigned Indemnitor to use Dexter UMC facilities or equipment, Indemnitor agrees to defend, indemnify and save harmless Dexter UMC and its members, agents, Pastors, employees, agents, successors and assigns (collectively "Indemnitees") from any claim, action, liability, loss, damage, suit or judgment of any type arising from Indemnitor's use of Dexter UMC facilities and equipment. Indemnitor will pay all expenses, costs and attorney fees necessary to fulfill Indemnitor's obligations herein and all expenses, costs and attorney fees of Indemnitees incurred to enforce this agreement.

In the event of any asserted claim or suit filed, Dexter UMC shall provide Indemnitor reasonably timely written notice of it at Indemnitees address below. Thereafter Indemnitor shall at its own expense defend, protect and save harmless Indemnitees against said claim or any loss or liability thereunder. If Indemnitor fails to defend, indemnify and save harmless Indemnitees, then Indemnitees shall have the right to defend pay or settle said claim or suit without notice to Indemnitees who will be liable to Indemnitor for all attorney fees, costs expenses and payments paid or agreed to be paid to discharge said claim or suit.

This agreement shall be binding on and inure to the benefit of the parties hereto and their successor, assigns and personal representatives.

Dexter United Methodist Church
7643 Huron River Drive, Dexter, MI 48130

Dated: _____

INDEMNITOR: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

Signed By: _____ **Indemnitor**

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