



Brooks Memorial United Methodist Church

3303 Brick Church Pike
Nashville, TN 37207
(615) 457-3119

Website: www.brooksmemorialumc.org * Email: info@brooksmemorialumc.org

FACILITY USE AGREEMENT Please Complete Entire Form

Name of Organization _____

Responsible Person _____

Non-Profit Status: _____ Non-Profit no. _____

Address _____

Organization Day Phone _____

E-mail _____

Organization's Purpose _____

Event name and Description _____

Date of Request _____

Contact Person's name _____

Date(s) Requested _____

Start time _____

End time _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will the event be recurring:

One time only Monthly Weekly Multiple days

Which day of the week: Monday Tuesday Wednesday Thursday Friday Saturday
 Sunday

Room(s)/Area Requested:

Sanctuary Overflow Kitchen Fellowship Hall Outdoor Area

Anticipated number of Participants: _____

Release and indemnity

This Release and Indemnity Agreement is between the above-named organization (“Organization”) and our church.

RECITALS

- The church is the owner of the real property and improvements located at **3303 Brick Church Pike Nashville, TN 37207.**
- Organization desires to use the property described above for meetings and other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur because of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print name: _____

Title: _____

Method of Payment and Amount Paid (Total Fees Must Be Paid Upon Approval):

- Cash**
- Cashier’s Check:**
- Money Order:**

Amounted Paid: _____