

**Western Hills United Methodist Church
2820 Laredo Drive, Fort Worth, Texas, 76116
817-244-1153**

Request for Use of Facilities

Date: _____

1. Group/Event Name: _____
2. Contact Person: _____
3. Contact Phone Number: _____
4. Contact E-mail: _____
4. Organization Name: _____
5. Address: _____
6. Date/Time requested: _____
7. Number of participants expected: _____

Special Instructions: _____

Approved:

Trustees

Trustees
Council Chair
Pastor

WESTERN HILLS UNITED METHODIST CHURCH
2820 Laredo Drive
Fort Worth TX 76116
817-244-1153

Education Building [] Fellowship Hall [] Kitchen []
Rental Agreement

THIS EDUCATION BUILDING/FELLOWSHIP HALL/KITCHEN AGREEMENT is made and entered into this _____ day of _____, _____ by and between Western Hills United Methodist Church and _____.

Western Hills United Methodist Church grants _____ entry and use of the following areas of its facility and equipment as the time set forth for the purpose of _____ and no other purpose. The church further agrees to provide set-up, facilities and personnel as indicated below:

General Information

1. Rooms include normal cleaning, lighting, heating and air conditioning.
2. Damages to equipment, musical instruments, walls, floors, furnishings, etc. will be charged to the applying party.
3. Smoking is prohibited throughout the church facility.
4. Parking facilities are available to the guests.

The _____ agrees and hereby waives and releases all claims against Western Hills United Methodist Church and agrees to hold them harmless from any and all liability relating to any personal injury or illness that may be suffered or any loss of property that may occur.

This agreement is in effect when signed by Western Hills United Methodist Church Pastor or Board of Trustees. A signed and dated copy will be forwarded to the applying party.

Party Requesting use of Facilities

Western Hills United Methodist Church

Agent

Authorized Signature Date

Date

Authorized Signature Date