



APPLICATION FOR USE OF JACKSONPORT UNITED METHODIST CHURCH

Name of Applicant _____

Name of Primary Contact _____

E-Mail _____

Telephone _____

Address _____

Is the applicant a member of Jacksonport Methodist Church _____

Purpose of Use _____

Date(s) of
Use _____

Time of
Use _____

Is there an admission fee: No ____; Yes ____ (If yes what is the fee? ____)

Special Equipment Needed _____

(Usually special equipment will need to be provided by the lessee unless specifically agreed upon ahead of time.)

Estimated number of persons attending _____

User fees: \$300 per day/event. (A refundable down payment of \$50 is due upon application. It may be refunded if the event is canceled at least 14 days before the reservation date. The remaining \$250 is due at least 14 days before the event.)

DENIAL OF APPLICATION:

The church may deny the application at its sole discretion due to Incompatibility including, but not limited to the following:

- Scheduling Conflicts (alternate dates may be suggested)
- Activities that are inconsistent with the Church's mission
- Incompatibility with the physical facilities

RELEASE OF LIABILITY:

The user AGREES TO RELEASE, Hold Harmless, and Indemnify the Church, Pastor, Trustees, and church membership from liability for injury, death, property loss or damage that arises from all activities related to the church use as part of this contract. This release of negligence applies to all activities that are related to the use of the Jacksonport United Methodist Church.

MEDIATION AND ARBITRATION

User agrees to submit any claim or dispute that arises out of, or results from, any activity or event described or related to this Agreement to mediation and, if mediation is not successful, to legally binding arbitration.

BY SIGNING BELOW, THE APPLICANT ATTESTS THAT HE OR SHE HAS READ THE FOLLOWING "CHURCH FACILITIES USE POLICY" AND AGREES TO ITS TERMS.

Signature

Printed Name

Date

CHURCH FACILITIES USE POLICY:

- Please leave the church in the same condition as when you found it.
- Use discretion in putting up decorations and do not use scotch tape or strong tape that will peel any of the paint off. Plastic pew hooks are available that can be used for floral arrangements.
- If you would like to use the kerosene lanterns, please check with the Primary Contact person. Only a church trustee is authorized to light the lanterns and turn them off when the event is completed.
- Use of the antique pump organ is acceptable only after a briefing on its use by the church organist. Please use the primary church contact person to schedule the briefing with the church organist.
- Use discretion with the possible movement of any furniture or fixtures. Return all items to original position at the conclusion of the event.
- You may use the candles in the holders or furnish your own if you wish but please be careful with candle wax, especially in the area of the antique organ.
- Please do not use rice or confetti. Bird seed is acceptable, if thrown some distance from the church building.
- When the weather is cool, a staff member will take care of the heat upon your request.
- Upon leaving the building, be sure all the candles are extinguished, windows closed and the doors are locked.

Return this contract signed and with the deposit to:

Jacksonport United Methodist Church
836 Michigan State.
Sturgeon Bay, WI 54235