



Wellspring United Methodist Church
5702 South Hill Drive ~ Madison, WI 53705
Office phone: 608-238-7753 ~ Email: Info@wellspringmadison.org
WWW.Wellspringmadison.org

REQUEST FOR USE OF SPACE

Today's Date _____

NAME OF GROUP or INDIVIDUAL _____

Room preference: _____ Sanctuary (incl. Welcome Area), _____ Fellowship Hall, _____ Kitchen,
_____ Lounge/Library, _____ Lower Level Meeting Room, _____ Multi-Purpose Room

DATE(S) ROOM WILL BE USED: _____ TIME(S): _____ Set-Up Needed: _____

What is the nature of the group's activity? () meeting () workshop/class () private party () other: _____

What is the approximate number of participants? _____ Age level _____

If this is a children's or youth activity, adequate supervision must be furnished by the requesting group. In general: Two responsible adults should be present for every 10 children under the age of 13 and for every 15 youth ages 14-17.

- No Food in the Sanctuary Room. Rooms are to be left in an orderly manner. We ask that you return the room to the way it was set up when you came.
We have kitchen facilities available, but do not provide services. If you use the kitchen area, it must be cleaned up after use.
Renters are responsible for any damage to facility and furnishings, or if left unclean. We will use \$100 deposit to pay for cleaning services, if necessary.
All trash should be bagged and taken with you after the event.
The user group and all individuals using the church property waive the right to seek any compensation from (or liability on the part of) the church (or representatives of the church) for any injury, death, damage, loss or harm associated with use of the church facilities, including the parking lot and yard.
Smoking and alcoholic beverages are not allowed at ANY time.

Responsible Party: _____ Email: _____

Please print your name.

Address: _____ Phone: _____
Street City State Zip Cell Preferred

RENTAL FEE: \$ _____ Refundable Deposit Fee: \$100 _____ Key Needed? _____ Key # _____ Given on _____
Rate Schedule: {Doubled after 5 hours} FH \$125 ~ Sanctuary \$75 (FH & Sanct. \$150) ~ Kitchen, Smaller Rooms \$15ea ~ Whole Church \$245

AGREEMENT: I have read the conditions under which these rooms are made available to my group, and I do agree and subscribe to them.

Signature of Responsible Party: _____

Please return this form to the church office, with security deposit check, as soon as possible. You may stop in the week before your gathering, Monday is best, to pick up the church key and pay the rental fee at that time. You will need to lock the church and return the key when your gathering is over.

BUILDING/FACILITY USE
APPLICATION AND PERMIT

It is agreed between the Wellspring United Methodist Church, herein referred to as WUMC, and _____, herein referred to as User, that the WUMC shall allow the User access and the use of facilities as conditioned and described below, subject to all of the policies and procedures of the WUMC, in consideration of \$_____ which includes: Security deposit \$_____, Rooms Needed (list rooms and fee for each) _____

ORGANIZATION REQUESTING USE _____

DATE OF USE _____ TIME NEEDED: FROM _____ TO _____

IS AN ADMISSION FEE TO BE CHARGED? YES ____ NO ____ AMT. _____

PURPOSE OF USE (Type of Activity) _____

SPECIAL EQUIPMENT NEEDS _____

The undersigned has been given authority to act for and be responsible for the User making application. She/he will see that the facilities are not misused or abused, that there is proper adult supervision at all times, that the facilities are used in conformity with all policies and regulations of the WUMC, and that all other terms of the use agreements are adhered to and followed.

The undersigned understands and agrees that this contract/permit does not establish an employer-employee relationship between the User and the WUMC, that the event is not a WUMC sponsored event; and that the WUMC will not exercise any physical or other control over the operation of the event other than those already spelled out in the agreement and the WUMC policies.

It is further understood that in consideration of the facilities made available to the User, User agrees to indemnify and save the WUMC harmless against all claims, suits, demands, orders, judgments, or other forms of liability as shall arise out of or by reason of action taken or not taken by the WUMC under this contract including but not limited to damages and costs, for which the user may be found liable, as well as reasonable attorneys fees and costs necessary to defend the interest of the WUMC. It is further agreed that this indemnification and hold harmless agreement will apply even if injuries or other damages are caused in whole or in part by acts of negligence by agents or servants or employees of the user.

Signed _____ Date _____

User Representative

Signed _____ Date _____

WUMC Representative