



**APPLICATION FOR USE OF FACILITIES**

5710 Anthony Street, McFarland, WI 53558

608-838-9322 ▪ office@mcfarlanducc.org

Name of Organization/User: \_\_\_\_\_

Member of this Congregation?  Yes  No

**PART I: TELL US ABOUT THE PROPOSED ACTIVITY**

Part(s) of building to be used:  Sanctuary  Kitchen  Fellowship Area  
 Nursery  Youth Room  Grounds

Purpose/Nature of Program: \_\_\_\_\_

Equipment you intend to bring into the building: \_\_\_\_\_  
\_\_\_\_\_

Number of people expected: Adults \_\_\_\_\_ Children \_\_\_\_\_

Will food be served?  Yes  No

Dates, times desired: Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

Admission to be charged & use to be made of proceeds: \_\_\_\_\_

Building Access  We have access to a key  
 We will need a key or an opener/closer

*PLEASE NOTE: Users are responsible for making sure the building is properly secured when they leave. All windows should be closed, all 3 entrances shut and locked, (main doors and 2 hallway ends), any kitchen equipment used turned off, and interior lights off. Food-related garbage should be disposed of in one of the lidded trash cans, or removed from the building. A vacuum and basic cleaning supplies are available in the janitor's closet if needed.*

**CONTINUES ON REVERSE ->**

**PART 2: PRIMARY CONTACT PERSON – AGREEMENT FOR BUILDING USE**

The undersigned who is to be in charge of the activity is 18 years of age or older and:

- states that the above-provided information is accurate and that the purpose/nature of the meetings will conform with the information;
- will see that the facilities are handled with due care and concern; and if substantial damages occur, will work with the church to restore the facility to its prior condition.
- agrees that McFarland United Church of Christ and their respective affiliates, pastors, employees, members, agents, insurers, successors and assigns will not be liable for any claim, cause of action, judgment, award, penalty, demand, damage, loss, liability, deficiency or personal injury (including death) arising out of or relating to, either directly or indirectly, the use of church facilities and property.
- agrees to protect, indemnify, defend, and hold harmless the Released Parties against and from any and all liability, demands, claims, suits, losses, damages, causes of action, fines or judgments (including any costs, attorney fees, witness fees, and all incident expenses thereto) arising out of or relating to, either directly or indirectly, the use of church facilities and property.
- and will ensure that user(s) adhere to the policy of this church that it shall be SMOKE-FREE and ALCOHOL-FREE.

Primary Contact (Name) \_\_\_\_\_

Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

*Part 3: Approval for Building Use*

**Fee**

We are happy to offer the use of our building and property free of charge. If building use is something you would like to continue on a consistent basis (weekly, daily, etc.), donations and love offerings are encouraged and very much appreciated. McFarland UCC is solely funded, bills and all, through the generosity of members and friends of the congregation. Cash or Checks may be dropped off in the office OR visit [www.mcfarlanducc.org/donations](http://www.mcfarlanducc.org/donations) for online giving. Thank you for your understanding and we hope you enjoy your time at MUCC!

**Accepted on behalf of the church**

\_\_\_\_\_  
*name, position, date*

*Part 4: Wrap-Up Checklist*

For your convenience, here is a quick checklist to help out after you are finished:

- Building Clean /Room Returned to Original Arrangement
- Lights and Appliances Turned Off
- All food brought in by user removed from premises
- All doors locked
- Key Returned