**TCUMC Property Use Guidelines**

**UNDERSTANDINGS:**

* Groups or individuals that use/rent any of the property for personal use, must agree and sign this Regulations Form prior to the event date.
* Any fees for use of property are paid prior to the event unless otherwise arranged.
* Coordinator of the activity must be 18 years of age or older. If not, an adult will need to sign the agreement and be present to supervise the event.
* The Property Committee must first grant permission to the renter if storage of equipment on TCUMC property is needed by the renter. The church will not be responsible for the damage and/or loss of personal property of the renting group
* Any damage to property occurring at the time of use must be reported to the church office and arrangements made for necessary repairs or replacements.
* User will indemnify and hold harmless Tom’s Creek UMC from any claims, suits, damages, or demands arising out of any acts or actions for any matter caused by the user, its agents of guests, and waive all rights of subrogation against Tom’s Creek UMC

**PROHIBITIONS:**

* Smoking is prohibited within all building areas
* The use of alcohol and controlled substances is prohibited
* Gambling is prohibited
* No use of derogatory language
* All activities much be confined to the area for which use was granted
* Use of nails, screws, and adhesive tapes on walls and woodwork is prohibited

**BE SURE TO DO THE FOLLOWING BEFORE YOU LEAVE:**

* Please turn off all lights
* Place all trash in waste containers
* Chairs, tables, and/or other equipment used for the event must be returned to original location

**I agree to the items stated above:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_