



Sheridan Wesleyan Church

404 West Brundage Lane
Sheridan, WY 82801
(307) 672-0612

FACILITY USE INFORMATION

Name of organization or individual _____

Event Type/Use _____

Detail description of the of Event/Use _____

Part of Facility Requested (please be specific with room #'s, bathrooms, etc.) _____

Date of Use _____

Time of the Event _____

Time of Set Up _____

The Church provides NO SET UP of any room as to arrangement of tables and chairs, podiums, etc. If set-up time needs to be changed please inform the church at least 24 hours in advance.

Who is responsible for the set-up? _____

Contact Information (phone # and email) _____

Is the set-up person and the person in charge the same person? (Circle One) Yes No

If 'No', please provide contact information: _____

Estimate Attendance _____

How will the event be supervised? _____

Will you be cleaning up afterwards? Yes No

Parties must leave facilities in the same condition as upon arrival – orderly and clean. Trash should be collected and bagged and left together at entrance door of room used (or placed in trash bin located outside the east part of the church behind the gate) Note: Party is responsible for cleanup of trash in parking lot or surrounding grounds left by Party's guests. Allotted time for clean-up is 1 hour past the ending time listed above. If additional time is needed, please contact the church for approval. The Church can supply janitorial services after your event for a cost of \$20/hr.. If you choose this option the church must be made aware 5 business days in advance.

Will you be using our sound/projection equipment? (Celebration Center and Room #114) Yes No

Use of facilities does not include use of Church's technical equipment by outside persons. The Church's tech equipment can only be operated by Church tech personnel. If you wish to use the Church's technical equipment, make your request at least 5 days in advance of event date to ensure personnel is available. Specific equipment needs should be finalized directly with tech personnel. Tech personnel fee is \$20/hr.

Are there other items at the Church that you may be using during your event? Please list. _____

AGREEMENT FOR USE OF FACILITIES

Please Initial

_____ The Party will only park on Church lots, unless otherwise marked for specific unrelated use. During inclement weather conditions, Church will make every attempt to keep parking lot and walkways clear.

_____ The Party understands that the Church does not provide any parking lot security.

_____ The Party understands that no other services are available to Party before or during the scheduled event including but not limited to photocopying, computer use, and phones.

_____ The Party understands that any public advertisement by Party for the Event must not state that the Church is affiliated with the event &/or Party.

_____ The Party understands that the Church maintains the right of entry at any time during the event to ascertain that Party and guests are acting in compliance with all rules and Terms of Use. Church reserves the right to terminate the event at any time during scheduled event if Church staff deems it advisable due to serious infractions of terms of use.

_____ The Party and Guests agree to the following restrictions while using Church facilities:

- No smoking at any time in church buildings.
- No alcoholic beverages, or use of any illegal substances on Church grounds.
- No criminal activities or violations of local ordinances including noise ordinance.
- No dangerous activities including use of open flames.
- No defacing of the physical property including but not limited to: tape, staples or nails on any surfaces.
- No firearms, explosives, fireworks or similar items. (You must obtain permission from the senior pastor to carry firearms on church property)
- No uses for any activities related to practices contrary to Church religious beliefs or The Discipline of the Wesleyan Church. (i.e. "We believe that gambling violates the principle of Christian stewardship, ... can be emotionally addictive, ...and is a poor example to others" as noted on page 44 of the 2012 Discipline of The Wesleyan Church; "God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage" as noted on page 16.) Contact the church office as needed for additional information about the degree to which your event conforms to the guidelines of The Wesleyan Church's Discipline..

_____ The Party ensures that all children and youth on Church property are safe, the Church requires that when facility use includes minors, that minors are adequately supervised at all times. It is Party's responsibility to ensure such supervision by adults. Additionally, supervision of minors should include prohibiting minors from wandering outside of the assigned facility areas, ensuring youth safety in parking areas, and to maintain proper decorum of children appropriate for the facility in use and event.

_____ The Party understands that all fire regulations must be observed. These regulations include but are not limited to the following: Do not exceed the maximum capacity for any facility leased. Do not block or otherwise impede any hallway, entryway, door or emergency exit. Do not cover any emergency exit signs.

_____ The Party understands that the use of the included facilities are particular to the undersigned Party, the Party's organization and invitees. This Use Agreement is not assignable nor transferable to any other individual or organization.

Indemnification and Hold Harmless. *The undersigned Party, on behalf of the Party's organization (or himself, if signing only in his individual capacity) and its officers, members, invitees and guests agrees to indemnify and hold the Church, its ministers, employees, agents, members and governing board harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the facilities rented. Further, the undersigned Party, on behalf of the Party's organization (or himself if signing only in his individual capacity) and its officers, members, invitees and guests recognizes and agrees that the Church, its ministers, employees, agents, members and governing board, volunteers and insurers of any and all of them (collectively referred to as "Releasees"), shall not be liable nor responsible for any damage or loss to person or property arising out of or in any manner related to the use of Church's facility, property, furnishings or equipment by the Party and Party's invitees, or in the presence of the Party, on Church's premises. The undersigned further agrees on behalf of the Party's organization (or himself if signing only in his individual capacity) and its officers, members, invitees and guests, to defend, indemnify and hold harmless Releasees from any and all demands, claims, causes of action, and suits of any nature for any damage or loss to persons or property, of whatever cause, and even if due to the sole or concurrent negligence or strict liability of any or all of the Releasees, including payment of all costs and attorneys' fees incurred by Releasees, arising out of or in any manner related to use of Church facilities, equipment, furnishings or property by Party or the Party's organization (or himself if signing only in his individual capacity) and its officers, members, invitees and guests; and further agrees to promptly indemnify and reimburse Church on a replacement cost basis for any loss or damage to Church facilities, property, furnishings or equipment in any manner caused by Party or the Party's organization (or himself if signing only in his individual capacity) and its officers, members, invitees and guests and to indemnify and reimburse Releasees for any and all costs and attorneys' fees incurred by any of the Releasees related in any manner to enforcement of the terms of this Agreement.*

WHEREAS: The Church is a religious organization whose address is 404 W. Brundage Lane, Sheridan, Wyoming, 82801, and which was formed for the purpose of operating a church to offer regular worship services and related ministries; and

WHEREAS: The Church has physical facilities to further its religious purposes; and

WHEREAS: The Church may determine to rent its facilities for use from time to time in fulfillment of its tax exempt purposes or for uses which are not contrary to the Church's religious beliefs; and

WHEREAS: The Church enjoys the full protection of the United States Constitution, and all other applicable State and local laws; and

WHEREAS: The Church reserves the right to restrict the use of its facilities to activities which are consistent with the Church's religious beliefs and The Discipline of the Wesleyan Church; and to persons who agree to abide by the terms of this Agreement; and for uses that do not compromise the Church's tax-exempt status and other protections.

IT IS THEREFORE: In consideration of good and valuable consideration, the receipt and sufficiency with is hereby acknowledged, the Parties by their signatures below, expressly agree to the terms of this Agreement as expressed herein.

The Parties, by signing below, agree to the terms as detailed in this Agreement.

For Individuals Only:

By: _____
[Signed only by individual(s) designated as signatories for this purpose.]

Valid Government Issued ID (Valid Driver's License, Social Security Card, etc.): _____

For Organizations Only:

Name of Party: _____

[Signature, and title if Party is an organization]

(Printed name)

Address of Party: _____

Organization's Tax Number: _____

Name of Contact Person during Event: _____

Cell number of Contact Person during event: _____

For Office Use Only:

TOTAL COST: _____ consisting of:
Janitorial Fees: _____ Technical Fees: _____
Payment made on: _____ of \$ _____

Personnel Needed:

Janitor: yes no Request made on: _____ Name: _____
Tech: yes no Request made on: _____ Name: _____