

Trinity UMC Property Usage Form

Print requestor's name:

Your phone number:

Event date:

Expected number of people attending:

Check church equipment needed:

___ drum set ___ video camera ___ video recorder ___ sound board ___ piano
___ amplifier ___ flood lights ___ organ ___ tables

Note: No moving of organ & piano without permission

List electrical equipment you will bring and current draw (amps). Example: amplifier, guitar, lights, etc.

Note: No incendiaries allowed

For those not affiliated with Trinity UMC, please list your liability insurance name & policy number:

Note: You are responsible for cleaning after event and returning all church equipment to their original positions. For those not affiliated with Trinity UMC, if further cleaning is needed, you will be charged a minimum \$50 cleaning fee.

Note: Trinity UMC is not liable for any equipment brought into the church.

Note: You are responsible for security and for locking up after event (or for getting someone who has the authority to lock the facility)

There is a cost of \$_____ for use of property.

I certify that all of the above is accurate, and I agree with all of the above notations.

Signed: _____

Below is for Approval

Trustee (sign): _____

Finance Committee (sign): _____

Pastor (sign): _____

Please Return Completed Form to Sis. Sha Baker

Email: Sha.baker101@gmail.com