

**ADDENDUM "A"**

**Facilities Use Request Form  
First United Methodist Church of Land O Lakes, FL**

Before any group or individual is contracted to use church facilities the following form must be completed, signed and submitted for approval by the Facilities Use Team or their designee a minimum of 45 days ( 60 days for Weddings) prior to the event. Upon approval, a Facilities Use Contract must be filled out and filed with fees to the Church Office 14 days (30 days for Weddings) prior to the event.

Category:        Waiver                Member Active Constituent                Community Group

*(Circle One) (Please Print)*

Date of Application \_\_\_\_\_

Person making the request \_\_\_\_\_

Name of Organization if Applicable \_\_\_\_\_

Authorized Use \_\_\_\_\_

Applicant Address \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Organization Address \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Person in Charge \_\_\_\_\_ Type of Activity \_\_\_\_\_

Date(s) needed \_\_\_\_\_ Time needed \_\_\_\_\_

Is this a reoccurring event (multiple weeks)? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, this event is subject to be renewed under an annual contract. The contract will be reviewed annually, every July. Number of People Expected to Attend \_\_ Number of Rooms Needed \_\_\_\_\_

Designation of Rooms \_\_\_\_\_ Kitchen to be used \_\_\_\_\_

Do you currently have a key(s) to access the area requested? Yes \_\_\_\_\_ No \_\_\_\_\_

Other Details \_\_\_\_\_

Use of Kitchen, Sound Booth, Fire Pit, Dock, and Fundraising will require Special Use Request Form and additional approval.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Application Accepted by \_\_\_\_\_ Date \_\_\_\_\_

I have received a copy of the First United Methodist Church of Land O' Lakes Facilities Use Contract Yes \_\_ No \_\_\_\_\_

Applicants Signature \_\_\_\_\_

*(Do not write below this line)*

Date request submitted \_\_\_\_\_ Date request approved, denied \_\_\_\_\_

Rooms Approved for Use: \_\_\_\_\_ *Applicant may only use room(s) designated on this form.*

Signature of Determining Official \_\_\_\_\_ Group notified \_\_\_\_\_ Date \_\_\_\_\_

Return this form to the Church Office